

Broward Community College



Opening doors to a brighter future

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*Student Life
Handbook
& Planner*



From the President:



BROWARD COMMUNITY COLLEGE

Opening doors to a brighter future

Office of the President • Downtown Center • (954) 761-7401 • Fax (954) 761-7576

Dear Student:

Welcome to Broward Community College! We are very pleased that you have selected our College to help you reach your goals and we will work hard to convince you that you made the right choice.

Broward Community College is a vigorous institution with a proven performance record for 40 years. The College offers programs for those students planning to transfer to upper-division institutions, for others who plan to pursue and continue careers in this area, and for those seeking personal enrichment or professional improvement. We have gained a national reputation as a leading community college serving the diverse higher education needs of Broward County.

Broward Community College is a teaching institution, and your individual learning is our most important concern. We encourage you to call on us to assist you in every possible way as you pursue your goals. Please make sure that you use the resources available to you as a student at BCC. We want you to succeed.

On behalf of the entire College family, let me extend a most cordial welcome. Together, we can help you make the most of your career opportunities.

I look forward to seeing you on campus.

Sincerely,

Willis Holcombe
President



**A. HUGH ADAMS
CENTRAL CAMPUS**
3501 Southwest Davie Road
Davie, FL 33314

www.broward.cc.fl.us
DOWNTOWN CENTER
225 East Las Olas Boulevard
Fort Lauderdale, FL 33301

NORTH CAMPUS
1000 Coconut Creek Boulevard
Coconut Creek, FL 33066

**JUDSON A. SAMUELS
SOUTH CAMPUS**
7200 Hollywood/Pines Boulevard
Pembroke Pines, FL 33024

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

Mission Statement

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfills this mission through its commitment to student achievement, lifelong learning, academic excellence, and the use of current technology.

Board of Trustees



Back Row - Left to Right Lourdes Garrido (Vice Chair),
Levi Williams (Chair), Cheryl Krause
Front Row - Left to Right Paul Anderson, Georgette Sosa Douglass

This Book Belongs To:

Name _____

Phone Number _____

Email _____

2001 - 2002
Broward Community College
Student Handbook and Planner

ACKNOWLEDGMENTS

Co-Editors: Amirah & Soreya Ackbarali

Advisor: Lynne Farber

Cover by: BCC College Relations and
Printing & Graphics Departments

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Eleanor Quinlan,
Charlie Lyle,
Neil Cohen,
The Observer,

and everyone who contributed photos to this book.

*Please Note: All policies and procedures in this handbook
are up-to-date as of 8/1/01. Policies and procedures
can be changed at any time.*

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Presidential Staff



President
Dr. Willis Holcombe
761-7409



Assistant to President for
Government Relations
Barbara Phippen
761-7410



Director of Research & Planning
Dr. Ted Wright
761-7482



VP for Academic Affairs
Dr. Eileen Holden
761-7426



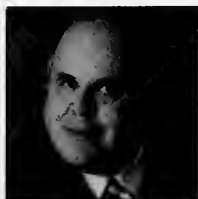
VP for Development
Judy Bowen
761-7414



VP for Facilities & College Services
C.A. Stallworth
761-7407



VP for Human, Financial,
& Information Resources
Tom Brown
761-7405



VP for Student Affairs
Robert Cabello
761-7486

Presidential Staff



North Campus Provost
Dr. Larry McFarlane
973-2202



Central Campus Provost
Dr. Patricia Caldwell
475-6510



Provost for the Health & Sciences Education
and VP for Technical Education
Dr. Wanda Thomas
745-6767



South Campus Provost
Dr. Mont Smith
963-8800



Downtown Center Provost
Dr. Linda Liberman
761-7402

Campus Directory

NORTH CAMPUS

Provost	Dr. Larry McFarlane	973-2202	Bldg. 49-200
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Deans:

Academic Affairs	Dr. Hettie Williams	973-2230	Bldg. 47-201
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Business Affairs	Dr. Ed Henn	968-2402	Bldg. 49-201
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Student Affairs	Peter Barbatis	973-2300	Bldg. 46-219
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Academic Advisement	973-2305	Library	973-2250
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Admissions	973-2240	Mathematics Department	973-2286
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BCC Emergency Hotline	476-4900	Math Lab	973-2391
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Bookstore	973-2224	Mentor Program	973-2367
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Business Administration	973-2365	Omni Auditorium	973-2249
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Cashiers Office	973-2213	Open College	475-6564
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Career Center	973-2272	PAR Phone Registration	467-3660
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Communications	973-2370	Reading Lab	973-2392
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Computer Lab	973-2255	Registration	973-2245
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Continuing Education	973-2204	Science Department	973-2339
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Counseling Center	973-2305	Security	973-2229
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Disabilities Services	973-2313	Soc./Behavioral Sciences	973-2269
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English Department	973-2385	Student Affairs	973-2300
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Financial Services	973-2330	Student Government	968-2437
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Foreign Services Lab	973-2370	Student Life	973-2325
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Honors Institute	973-2236	Student Success	973-2367
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International Affairs	973-2207	Veterans Affairs	973-2209
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Intramural Sports	973-2325	Weekend College	475-6564
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Job Placement	973-2282	Wellness Edu./Athletics	968-2431
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Learning Resources	973-2260	Writing Lab	973-2279
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Campus Directory

CENTRAL CAMPUS

Provost	Dr. Patricia Caldwell	475-6510	Bldg. 1-157
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Deans:

Academic Affairs	Dr. Lois Bolton	475-6513	Bldg. 1-165
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Business Affairs	Dr. John Stancil	475-6624	Bldg. 1-115
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Student Affairs	Dr. Carol Ross-Black	475-6522	Bldg. 7-123
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Academic Advisement	475-6528	Job Placement	475-6959
Admissions	475-6874	Learning Resources	475-6660
Bailey Hall	475-6884	Library	475-6648
BCC Emergency Hotline	476-4900	Mathematics Department	475-6692
Behavioral Sciences	475-6726	Math Lab	475-6645
Bookstore	475-6830	Mentor Program	475-6584
Business Administration	475-6710	Open College	475-6564
Cashiers Office	475-6545	PAR Phone Registration	467-3660
Communications Dept.	475-6558	Performing Arts	475-6840
Computer Lab	475-6715	Planetarium	475-6581
Computer Science Dept.	475-6683	Reading Lab	475-6558
Continuing Education	475-6566	Registration	475-6865
Counseling Center	475-6524	Security	475-6626
Criminal Justice Dept.	475-6803	Social Sciences	475-6630
Disabilities Services	475-6527	Student Affairs	475-6522
English Department	475-6637	Student Government	475-6846
ESL/Reading/SLS Dept.	423-6427	Student Life	423-6434
Financial Services	475-6573	Student Success	475-6570
Foreign Services Lab	475-6558	Veterans Affairs	475-6554
Honors Institute	475-6613	Weekend College	475-6564
International Affairs	475-6528	Wellness/Natural Sciences	475-6674
Intramural Sports	423-6434	Writing Lab	475-6596

Campus Directory

SOUTH CAMPUS

Provost	Dr. Mont Smith	963-8800	Bldg. 71-208A
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Deans:

Academic Affairs	Dr. Melba Ramos	963-8888	Bldg. 71-210A
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Business Affairs	Albert Smith	986-8001	Bldg. 71-202
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Student Affairs	Susan Malter	963-8903	Bldg. 68-207
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Academic Advisement	963-8875	Learning Resources	963-8909
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Admissions	963-8838	Library	963-8825
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Automotive Technology	963-8885	Mathematics Department	963-8920
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Aviation Institute	986-8077	Math Lab	963-8909
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BCC Emergency Hotline	476-4900	Mentor Program	963-8857
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Bookstore	963-8805	The Observer	963-8877
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Business Administration	963-8933	Office Systems & Tech	963-8841
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Cashiers Office	963-8830	Open College	475-6564
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Career Center	963-8865	P'an Ku	986-8044
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Communications	963-8986	PAR Phone Registration	467-3660
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Computer Lab	963-8887	Reading Lab	963-8909
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Continuing Education	963-8815	Registration	963-8835
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Counseling Center	963-8876	Science/Wellness Dept.	963-8965
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Disabilities Services	963-8913	Safety	963-8970
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English Department	963-8904	Soc./Behavioral Sciences	963-8810
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Financial Services	963-8846	Student Affairs	963-8903
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Foreign Services Lab	963-8909	Student Government	963-8941
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Honors Institute	963-8873	Student Life	963-8973
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International Students	963-8991	Student Success	963-8094
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Intramural Sports	963-8973	Veterans Affairs	963-8868
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Job Service	963-8866	Weekend College	475-6564
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Campus Directory

PINES CENTER

Director	Dr. Jeff Allbritten	538-3610	Bldg. 100-126
Student Affairs Coordinator	Janice Stubbs	538-3603	Bldg. 100-127
Operations Coordinator	Myrna Bomser	538-3610	Bldg. 100-124
Cashier/Admissions & Registration	Georgina Rojas	538-3605	
Advisor/Admissions & Registration	Kim Beitz	538-3608	Bldg. 100-117
Learning Resources (located in SW Library)		538-3616	Bldg. 102-148

DOWNTOWN CENTER

Provost	Dr. Linda Liberman	761-7402	Bldg. 31-302
Student Affairs Director	Maier Goldberg	761-7420	Bldg. 31-127

Academic Advisement	761-7491	Learning Resources	761-7595
Admissions	761-7465	Mentor Program	761-7327
BCC Emergency Hotline	476-4900	PAR Phone Registration	467-3660
Bookstore	762-5204	Registration	761-7465
Cashiers Office	761-7418	Security	761-7419
Computer Lab	761-7595	Student Affairs	761-7491
Continuing Education	761-7555	Student Life	761-7420
Disabilities Services	761-7555	Testing	761-7691
Financial Services	761-7580		

Student Affairs

Broward Community College welcomes you and hopes that you will use your time, talents, and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty, and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance, and enrichment. The following people are available to help you enjoy your highest degree of success.

Student Affairs Administration

Robert Cabello

Vice President for Student Affairs
District Administrative Offices, 12th Floor
761-7486

Barbara J. Bryan

Associate Vice President for Student
Affairs/ College Registrar
District Administrative Offices, 1st Floor
761-7471

Neil Cohen

Director of Student Affairs, Programs,
Services and Organizations
Bldg. 31, 2nd Floor
761-7325

Peter Barbatis
Dean of Student Affairs
North Campus
Bldg. 46-219
973-2300

Dr. Carol Ross-Black
Dean of Student Affairs
Central Campus
Bldg. 7-127
475-6522

Susan Malter
Dean of Student Affairs
South Campus
Bldg. 68-207
963-8903

Maier Goldberg
Director of Student Affairs
Downtown Center
Bldg. 31-127
761-7420

Marcia Conliffe
Director of Student
Financial Services
Central Campus
Bldg. 17-243
475-6575

Jean McCormick
Director of Student Affairs
Planning & Disability Services
Downtown Center
Bldg. 31-330
761-7555

Academic Advisement

Take advantage of the services, staff, and resources available for your benefit. Our doors are open to stop by for information, advice, and help in making academic, and career decisions. Academic advisement is available to all students. Academic advisors and counselors help students develop an educational plan and term course schedule, assess their progress as they continue their studies and effectively use campus services. Counselors also help students explore their attitudes and interests as they relate to their academic, social and emotional life.

Central Campus

Elena Starson
475-6528

North Campus

Sue Bryan
973-2319

Gladys Mantilla
973-2309

South Campus

Robert Brasco
963-8938

International Student Advisement & Immigration

Susan Greive Brown

761-7468

Ruben Valido

761-7467

Counseling Center

The Counseling Center provides opportunities for students to grow as individuals, and helps them to explore their attitudes and interests as they relate to their academic, social and emotional life. Career exploration and personal counseling are available to students at no charge. The counselors are sensitive to the needs of a diverse population and invite you to take advantage of their services. To make an appointment with the Counseling Center, call the Advisement office on your campus. You can reach North Campus at 973-2305, Central Campus at 475-6528, South Campus at 963-8875, or the Downtown Center at 761-7491.

Office of Student Success

Through the Office of Student Success students receive career, academic and personal counseling, individualized plans for success, tutoring, financial aid information, support group sessions, work study placement and other services to enhance success.

Contact the office on your campus for more information:

Gretta Jackson
North Campus
973-2310

Elena Starson
Central Campus
475-6570

Clive Scott
South Campus
963-8994

Doris Butler
DTC
761-7491

The Mentor Program

The Mentor Program promotes the achievement of a quality education while providing a nurturing environment that helps students reach their full potential. The program offers myriad of support services:

- ◆ Mentor/Mentee Pairing
- ◆ Free Tutoring
- ◆ Success Skills and Personal Growth Workshops
- ◆ Study/Support Groups
- ◆ Scholarship Information/Computerized Scholarship Locations
- ◆ Referrals made for Counseling, Career Services, and Financial Services

For more information, contact the Mentor Program office on your campus:

North Campus
Bldg. 46-220
973-2353

Central Campus
Bldg. 7-240
475-6584

South Campus
Bldg. 68-204
963-8857

Disability Services

As an Equal Access/Equal Opportunity Institution, Broward Community College assures students with disabilities equal access to all college programs, activities and services. Individuals who plan to attend BCC should contact the Disability Services Advisor on the campus they plan to attend. The Disability Services Advisors will inform students about laws protecting qualified individuals with disabilities, as well as identify for them the college personnel who assist in maintaining nondiscrimination policies. In addition, they will facilitate the provision of appropriate accommodations based upon documented individual needs.

Some of the services available are note-taking, specialized testing, sign language interpreters, readers, scribes, tutoring, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives. In order to avail oneself of the special services, a student must register with Disability Services on their campus and provide the Advisor with recent documentation of their disability. Students receiving assistance from Vocational Rehabilitation or Division of Blind Services are required to apply for financial assistance at Broward Community College. For more information contact the Disability Services Specialist on your campus:

North Campus

Bldg. 46-213

973-2313

College Wide

Deaf Services

Lynn McCulloch

423-6446 (TDD)

475-6766 (VOICE)

South Campus

Bldg. 68-226

963-8913

Central Campus

Bldg. 7-133

475-6527

Downtown Center

Bldg. 31-330

761-7517

Student Financial Services

Student Financial Services provides funding to assist students in meeting the cost of obtaining an education at Broward Community College. Information on federal, state, and college grants, loans, employment, and scholarships is available. Assistance in understanding and completing the necessary forms is provided. Applications for financial assistance must be submitted each year. Priority consideration is given to those applications filed by **April 15**. Students needing financial help to attend or continue as a student at BCC should speak with a Student Financial Service Advisor.

At the Student Financial Services site (www.broward.cc.fl.us/dtc/sa), students can access information on how to apply, research available scholarships, check on their Financial Aid status, explore transfer scholarships, seek out student employment opportunities, and participate in required entrance and exit loan counseling.

Student Financial Services

Student Grants

Grants based on financial need do not have to be paid back. BCC administers Federal Pell grants, Federal SEOG grants and Florida assistance grants.

Loans

Federal Stafford Loans are available from participating banks, credit unions, and other lenders. At Broward Community College, a student may borrow from \$2,625 during their freshman year to \$3,500 during their sophomore year. Loans must be repaid and additional amounts may be available to eligible students.

Scholarships

Scholarships are based on academic merit, service to the College, and/or financial need. Students can apply for scholarships by visiting our website.

Student Employment

Work-study programs at BCC provide part-time jobs on and off campus for students to enable them to earn part of their college expenses while gaining valuable experience. For on-campus employment, students work up to 20 hours a week. The off-campus employment program places students in areas pertaining to their fields of study.

Veterans Affairs

Broward Community College is approved by the State of Florida for Veterans training in all of our Associate of Arts degree programs, most of our Associate of Science programs and several certificate programs.

Financial Aid advisors on every campus are available to accept your paperwork and answer basic questions about the Montgomery GI Bill as well as other veteran education programs. The Veterans advisor is available to answer the more comprehensive questions or refer the student to the Department of Veteran Affairs. Please pick up a copy of the "Veteran's Affairs" booklet at any campus Student Financial Services Office.

Return of Title IV Funds Policy

The Federal Return of Funds policy applies to any student who has withdrawn from all Broward Community College classes in a term, and is receiving any form of Title IV Aid (Pell Grant, Supplemental Grant, Student Loans).

The Office of Student Financial Services will use the federal refund formula to determine the percentage of funds that were earned for the portion of the term enrolled. If a student has received more aid than he or she earned, federal law requires that the student must repay the college within 45 days of notification or lose eligibility for future aid payments. For copies of the complete policy please go to your campus Office of Student Financial Services.

North Campus

Bldg. 46-210
973-2330

Central Campus

Bldg. 7-148
475-6573

South Campus

Bldg. 69-118
963-8846

DTC

Bldg. 31-110D
761-7580

Student Life

The Student Life offices are located in Building 68 on South Campus, Building 46 on North Campus, the First Floor at the Downtown Center, and in Building 7 on Central Campus. Student Life provides students with a variety of extracurricular and co-curricular experiences. Generally, office hours are 9:00 AM to 4:00 PM Monday through Friday. Evening and weekend office hours vary by campus. Please consult the office on your campus. Services provided by the Student Life offices may include bulletin boards, lost and found, game room, recreation equipment checkout and applications for new clubs and organizations. In addition, information is available on all clubs and organizations, leadership retreats, special events, and intramurals. All of these programs and services are available to any current student possessing a fee card.

For more information contact your local Student Life Coordinator.

North Campus
Mareta Sizemore
973-2325

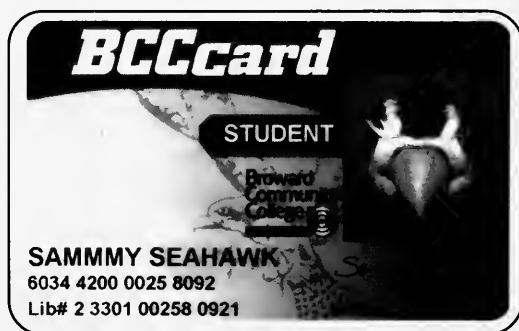
Central Campus
Liz Atchinson
475-6967

South Campus
Charles Lyle
963-8997

DTC
Maier Goldberg
761-7420

Student ID Cards

Broward Community College student ID cards are available in your campus Student Life office. BCC ID cards can be used as a library card at the Central Campus library, and they also provide you with access to a variety of BCC services and community discounts.



North Campus, Bldg. 46-149
Mon - Thurs: 9:00AM - 7:00PM
Fri: 9:00AM - 2:00PM

Central Campus, Bldg. 7-206
Mon-Thurs: 10:00AM - 8:00PM
Fri: 10:00AM - 4:00PM

South Campus, Bldg. 68-188
Mon-Thurs: 9:00AM - 6:30PM
Fri: 9:00AM - 2:00PM

DTC, First Floor
Mon, Wed, & Thurs
11:00AM - 4:00PM

Student Organizations

The College encourages and promotes membership in a wide variety of student organizations representing the full spectrum of social, religious and political thought and action, as long as membership enhances the student's academic goals. In their efforts to recruit student members, organizations are required to disclose to prospective members the following information upon the initial contact with prospective members:

- All financial costs associated with membership.
- The average number of hours per week members are expected to donate to organizational pursuits.
- The academic performance expectations of members.
- Any sponsorship or linkage with any organization outside the college and whether or not membership in other organizations is expected.
- The names and affiliations of all advisors who are not employed by Broward Community College.
- An explicit statement that the organization will not tolerate hazing or other prohibited activities defined in college policies.
- The organization must affirm that in harmony with the freedom of choice embodied in college policy, the organization will in no way force or coerce either physically or emotionally in its solicitation for membership, or in the execution of its activities as a student organization at Broward Community College. All registered student organizations will be required to sign a statement of compliance.

Students enrolled at Broward Community College are free to join associations which promote their common interest, as long as:

- 1) The policies, purposes, and principles of the organization are consistent with the general philosophies and principles of free institutions in a democratic society.
- 2) Membership in the organization is open to all bonafide students at the College without respect to race, creed, or national origin.

Student Organizations

- 3) A statement of purpose, constitution and bylaws containing criteria for membership, rules or procedures and a current list of officers are filed with the Campus Director of Student Life. The bylaws of every organization operating under the sanction of the College shall include the anti-hazing policy, rules, procedures and penalties of the college community.
- 4) The membership, policies and actions of the organizations are determined by vote of only those persons who hold bonafide membership in the College.
- 5) A full-time faculty, staff, or administrator is selected and agrees to serve as the organization's advisor.
- 6) The association, club or organization has registered as a student organization through appropriate administrative channels with the Campus Director of Student Life.
- 7) All extramural affiliations and associations of student organizations are stated explicitly in their petition and constitution and also in any written material or advertisements distributed by such student organizations.
- 8) Recruitment and membership policies and practices are free of deception, coercive tactics or mind control techniques.
- 9) A student must be currently enrolled, in good academic standing, and have a grade point average of at least 2.0 to participate in student organizations.

The College will ensure that students and student organizations remain free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Organizations are free to invite and hear any person of their choosing provided:

- 1) They have funds in advance to defray expenses.
- 2) Reservations for facilities are made through appropriate channels.
- 3) The program is consistent with established policy as well as the contents of this document.

Organizations are always free to support causes by orderly means (consistent with guidelines elsewhere in college policy) which do not disrupt the regular and essential operation of Broward Community College. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students, student organizations, and guest speakers represent their own views. The college neither sanctions nor endorses the expressions or viewpoints represented.

Student Organizations

AFRICAN-AMERICAN STUDENT UNION

The African-American Student Union (AASU) is a student organization which serves as a vehicle for developing unity among students of African descent at BCC. The primary purpose of this organization is to promote academically, enlighten politically, and motivate socially. AASU is a member of the Florida African-American Student Association, Inc., which is a state organization serving as the official voice of students of African descent in Florida colleges and universities. Although the organization primarily consists of students of African descent, membership is open to all students at the College. For further information regarding AASU, please call one of the following advisors:

North Campus	Central Campus	South Campus	DTC
Sandra Gaines	Donald Cleveland	Rhonda Bobb	Stephanie Jenkins
Bldg. 46-245	Bldg. 7-147	Bldg. 72-136	1st floor
968-2422	475-6572	963-8909	761-7476

ALPHA ETA RHO - ETA PHI CHAPTER

The International Aviation Fraternity is open to all college students, faculty and staff interested in aviation, as well as men and women enrolled in the college aviation program. For more information, contact Joe Hoffman at South Campus Aviation Institute (Bldg. 99), call 986-8074, or e-mail jhoffman@broward.cc.fl.us.

ANTHROPOLOGY CLUB

Anyone who is currently a behavioral science major or has a genuine interest pertaining to the fields of Anthropology, Sociology, Religion, or Psychology is welcome to join. The club will be visiting museum exhibitions, investigating cultures, watching films or videos, and reading and discussing literature germane to all aspects of Anthropology. Meetings will be held Wednesday nights (place to be announced) twice a month. For more information, contact Mark Tromans at Central Campus Bldg. 1-146, call 475-6726, or e-mail mtromans@broward.cc.fl.us.

BEHAVIORAL SCIENCE CLUB

The Behavioral Science Club welcomes all students and encourages Behavioral Science majors or minors to join. This club works to give back to the community through service projects, as well as to aid their members in learning leadership skills. Attitude makes a difference in our behavior with our family, friends, and selves. With this, we try to make a difference in EVERYTHING we do. For more information, contact Dr. Lee Jones at North Campus Bldg. 56-111, call 973-2264, or e-mail ljones@broward.cc.fl.us.

Student Organizations

BLUE HAWKS

The Blue Hawks are the official host/hostesses for the North Campus. These students assist with orientation, registration, and recruitment activities. Selection for this group is held twice a year. For more information, contact Mareta Sizemore on North Campus at 973-2325 or e-mail msizemore@broward.cc.fl.us.



BRAIN BOWL

The 1999 Brain Bowl Team finished high in state rankings. The Brain Bowl is an intercollegiate academic competition on the community college level. Any student is welcome to try out for the team providing he/she has completed at least six semester hours at Broward Community College. Tryouts are held in the fall. For more information, contact Dr. Irmgard Bocchino on Central Campus at 475-6613 or e-mail ibocchon@broward.cc.fl.us.

BROWARD ENTERTAINMENT COMPANY

The Broward Entertainment Company is dedicated to promoting drama and music on South Campus. For more information, contact Steve Davis at South Campus Bldg. 69-203, call 963-8906, or e-mail sdavis@broward.cc.fl.us.

B.U.S.H.

B.U.S.H. is an active organization whose acronym defines the objective, "Better Understanding in the Study of Horticulture." Members include students, graduates, and people from the community. The low \$10 per year dues cover monthly general meetings, Sunday propagation and potting sessions, and sale days at BCC, Flamingo Botanical Garden and Holiday Park. The Friday night 7:30 meetings feature a speaker in some phase of horticulture or plant exploring, a great refreshment selection, and drawing. Funds help support local conservation projects, the BCC Landscape Technology program, and special club objectives. Best of all is the fun auction, given by the faculty and advisors, of plants both common and rare donated by club members. This is a very unusual club, so come join them for a laugh riot on the second Friday of each month. For more information, contact David McLean at 475-6777 or 968-0423.

CAMPING CLUB

The camping club plans camping weekends throughout Florida. For more information, contact Robert Buford at South Campus Bldg. 71-122, call 963-8925, or e-mail rbuford@broward.cc.fl.us.

Student Organizations

CATHOLIC CLUB

Formerly known as The Newman Club, the Catholic Club at BCC welcomes all students, staff, and faculty who want to become informed about Catholicism, or who seek to live and grow in the Catholic faith. Through socials, faith-sharing activities, service to the community, retreats, informative gatherings, and cooperation with other BCC organizations, the members help each other to live Gospel-inspired lives. For more information, contact Susan Finnazzo at Central Campus Bldg. 14-117 or call 475-6964, or contact Dr. William Walker at South Campus Bldg. 69-209, call 963-8893, or e-mail wwalker@broward.cc.fl.us.

CHESS CLUB

The Chess Club is open to beginners as well as advanced players. The club sponsors open and intercollegiate tournaments throughout the term. For more information, contact Vince Grosso at Central Campus Bldg. 6-245, call 475-6619, or e-mail vgrosso@broward.cc.fl.us, or contact Ken Ross at South Campus Bldg. 69-239, call 963-8820, or e-mail kross@broward.cc.fl.us.

CLUB CARIBE

The purpose of this club is to function as a social and educationally supportive student organization. Club Caribe meets informally to bring together various Caribbean cultures as a melting pot. This club is a source of information for students of Caribbean descent and is open to all BCC students. Meetings are held bimonthly. For more information, contact Karen Murphy at the DTC Registration/1st floor, call 761-7469, or e-mail kmurphy@broward.cc.fl.us.

BCC COMPUTER CLUB

The Broward Community College North Campus Computer Club is an organization that is focused on the latest developments in the computer industry. It also provides its members with an assortment of activities, such as:

- Industry Related Guest Speakers
- Tutoring
- Career Opportunities
- Real-time Software Demonstrations
- Hardware Demonstrations
- Community Service
- Travel
- Social Events
- On-Campus Club Facilities

The club's purpose is to provide education, assist the college and community, and provide leadership. The club meets on alternate Fridays. For more information, contact Dr. Elwood Jones at 973-2324, e-mail ejones@gw.broward.cc.fl.us, or visit us at www.go.to/bcccc.

Student Organizations

DECA

The **D**istributive **E**ducation **C**lubs of America's (**DEX-Delta Epsilon Chi**) primary objective is career development. It is comprised primarily of marketing, retailing, entrepreneurship and business students, but all are welcome. It is the largest BCC student organization in both membership and participation in competitions with students from other Florida colleges. For more information, contact Jack Sheeks at Central Campus Bldg. 9, call 475-6725, or e-mail jsheeks@broward.cc.fl.us; or Paul Ricker at North Campus Bldg. 51, call 973-2363, or e-mail pricker@broward.cc.fl.us.



EL CLUB HISPANO

El Club Hispano is an informal social gathering of Downtown Center students with the sole purpose of interacting, exchanging ideas and practicing Spanish in order to acquire a better knowledge of the Hispanic language and culture. Meetings are held monthly. For more information, contact Professora Claudia Sahagun at the DTC Spanish Department 4th Floor-Room 4, call 761-7581, or e-mail csahagun@broward.cc.fl.us.

FENCING TEAM

The fencing team meets and practices on South Campus. The team practices two times a week and often competes in tournaments across Florida. For more information, contact Dr. Nancy Estes at South Campus Bldg. 65-100, call 963-8972, or e-mail nestes@broward.cc.fl.us.

FLIGHT TEAM

In the fall, the Flying Seahawks compete against teams from colleges and universities in the Southeastern U.S.A. belonging to N.I.F.A. (National Intercollegiate Flying Association). The events include aircraft recognition, precise simulator flying, flight computer calculations, accuracy landings and cross-country flight. Team members must be members of Alpha Eta Rho. BCC is one of the few community colleges to have won a national tournament. For more information, contact Joe Hoffman at South Campus Bldg. 99, call 986-8074, or e-mail jhoffman@broward.cc.fl.us.

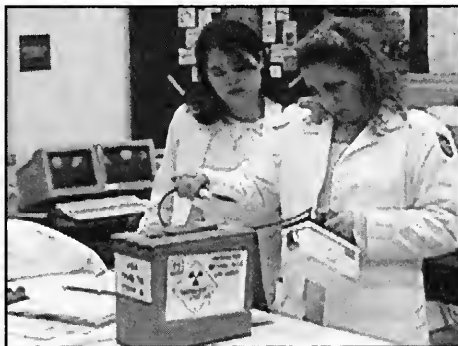
Student Organizations

THE FOURTH WALL

The Fourth Wall is a theatre club open to students interested in theatre at BCC. The members provide avid support to the Department of Visual and Performing Arts on Central Campus. There are certain standards to be met in order to join the club. The members focus on providing a professional outreach for theatre students. They host workshops, attend conferences, contribute time to charitable causes, attend professional events. They also travel to state and regional theatre festivals, such as the American College Theatre Festival. For more information, contact Debby Sanchez at Central Campus Bldg. 4-180, call 475-6842, or e-mail dsanchez@broward.cc.fl.us.

GAMMA BETA CHI

This student organization's purpose is to promote awareness and further interest in nuclear medicine. Our organization attends local, state and national meetings to update our expertise on the latest techniques available in delivering medical care to the patient. Membership is open to students enrolled in the program or on the waiting list to begin the program.



For more information, please contact Lorenzo Harrison at CHSE II/North Campus Bldg. 41-137, call 969-2083, or e-mail lharriso@broward.cc.fl.us.

HAITIAN STUDENTS IN ACTION

Haitian Students in Action is a Central Campus cultural and academic student organization. H.S.A.'s main goals are to promote academic excellence among its members, address Haitian students' cultural needs, find ways and means to promote the positive aspects of the Haitian culture, and dispel stereotypes about the Haitian culture and its people. Cultural awareness, a successful professional life, and information networking are the goals of H.S.A. members. Therefore, a strong emphasis is placed on developing support mechanisms and reinforcing qualities and skills that will bring the members success in school, in their careers, and in personal endeavors. Club activities include informative seminars and workshops, study groups, social events, fund-raising campaigns for the H.S.A. Scholarship Fund, and extensive volunteer service in the community. For more information, contact Professor Mary F. Diaz at the Central Campus Reading/SLS Department, call 423-6427, or e-mail mdiaz@broward.cc.fl.us.

Student Organizations

HILLEL JEWISH STUDENT UNION

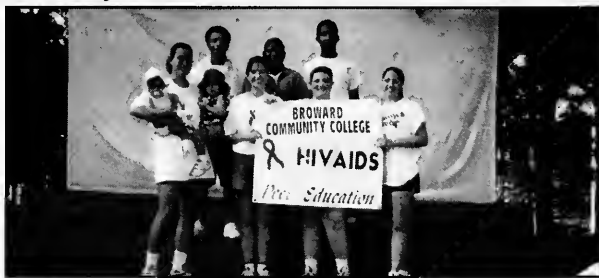
The Hillel Jewish Student Union strives to meet the social, cultural, religious, and educational needs of Jewish students at BCC's campuses. Hillel has represented individuals on each campus who are a part of the JSU. Everyone is welcome! For more information, contact the Florida Hillel Council at (305) 661-8549.

HIP HOP FANATICS

The Hip Hop Fanatics promotes the art of hip hop and freestyling on South Campus. The club is open to anyone that loves music. For more information, contact Karamo Rowe at South Campus Bldg. 68-213, call 963-8028, or e-mail krowe@broward.cc.fl.us.

HIV/AIDS PEER EDUCATORS

The PEC's conduct HIV/AIDS rap sessions in classrooms, provide information and assistance while operating the HIV/AIDS Hotline, as well as develop programs and events which promote AIDS awareness. Volunteers also assist with projects and office duties. Membership opportunities include attending conferences with other South Florida college students who are involved with HIV/AIDS prevention education, and earning Co-Op credit or scholarships. For more information, contact Michael Sommers on North Campus at 968-2435, Central Campus at 631-0515, or Robert Brasco on South Campus at 963-8932 or e-mail rbrasco@broward.cc.fl.us.



IEEE

The Institute of Electrical and Electronics Engineers (IEEE) is the world's largest technical professional society. IEEE is comprised of more than 320,000 members who conduct and participate in activities in 147 countries. The men and women of IEEE are the technical and scientific professionals making the revolutionary engineering advances which are reshaping our world today. The technical objectives of the IEEE focus on advancing the theory and practice of electrical, electronics and computer engineering and computer science. For more information, contact North Campus at 916-6384 or visit our web site at www.broward.cc.fl.us/north/ecs.

Student Organizations

HOTEL MANAGEMENT ASSOCIATION

For information, contact Peggy Turcotte at Central Campus Bldg. 9-205, call 475-6892, or e-mail pturcott@broward.cc.fl.us.

INTERNATIONAL CLUB

The International Club is open to all students at Broward Community College, whether native North American or from the over 102 nations represented on BCC's campuses. Its main objective is to further international understanding and appreciation of diverse cultures. Club members are also available to help each other with practicing languages, such as English, French, Spanish, Portuguese, and others. The International Club consists of students from all over the world, including Americans. Therefore, it is simply designed for them to meet, exchange ideas and beliefs, learn about other cultures and to have a good time while also attending classes. For more information, contact Lydia Case on Central Campus at 475-6526, [Esmeralda Rodriguez](mailto:Esmeralda.Rodriguez@broward.cc.fl.us) on North Campus at 968-2404 or erodrigz@broward.cc.fl.us, or Denise Brown on South Campus at 963-8938 or dbrown@broward.cc.fl.us.

INTERNATIONAL SINGING CLUB

For information contact Mary Ann Hillerbrand at Central Campus Bldg. 1-153, call 423-6474, or e-mail mhillerb@broward.cc.fl.us.

INTERVARSITY CHRISTIAN FELLOWSHIP

The InterVarsity Christian Fellowship is an organization which consists of students and other members of the college community who believe in the deity of our Lord Jesus Christ, and in the unique divine inspiration, entire trustworthiness, and authority of the Bible. This trans-denominational campus ministry is not affiliated with any church denomination but welcomes students from all denominations, as well as those with no church affiliation. Weekly meetings include Bible study, contemporary hymn singing, a time for sharing concerns, and fellowship. For more information, contact Dora Y. Romero on North Campus at 973-2373 or dromero@broward.cc.fl.us, Ronald Haire on Central Campus at 475-6845 or rhaire@broward.cc.fl.us, and William Walker on South Campus at 963-8893 or wwalker@broward.cc.fl.us.

KARATE CLUB

This self defense class is open to beginners as well as experienced martial artists with all styles welcome. For more information, contact Vince Grosso on Central Campus Building 6-245, call 475-6619, or vgrosso@broward.cc.fl.us, or contact Charles Lyle at South Campus Building 68-250, call 963-8997, or e-mail clyle@broward.cc.fl.us.

Student Organizations

LAMBDA ALPHA EPSILON

The American Criminal Justice Association, Lambda Alpha Epsilon (ACJA-LAE), is a national association devoted to the furtherance of professionalism in all areas of criminal justice. Founded in 1937, "the association is dedicated to the fostering of assistance and understanding between members, and the promotion of greater public understanding of the problems and objectives of those agencies devoted to the administration of criminal justice." Beta Chi is the local chapter, meeting at the Criminal Justice Institute, BCC. There are university and community college, as well as professional chapters, located throughout the country. For more information, contact Pete Eckert at the Central Campus Criminal Justice Institute, call 475-6924, or e-mail peckert@broward.cc.fl.us.

LE CLUB FRANCAIS

The purpose of Le Club Francais is to promote the development of communication of the club with the community and to assist members in achieving experience with the French language and culture. For more information, contact Constance Carlson on Central Campus at 475-6560.

LEGAL ASSISTING SOCIETY

The Legal Assisting Society is an organization designed for students pursuing a career as a Paralegal/ Legal Assistant. However, everyone is welcome to participate. The paralegal field is the fifth fastest growing career field in the country and promises to be one of the most sought after commodities by attorneys in the future. The organization provides students with information from all areas of law and focuses mainly on the role of the paralegal. Monthly meetings host guest speakers from various law firms as well as State Prosecutors and Public Defenders.

The Legal Assisting Society can also provide networking opportunities in **Broward, Dade, and Palm Beach Counties**, as well as information on the state organization, Florida Legal Assistants Inc., the National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associates (NFPA). The Paralegal/Legal Assisting program offered at BCC has been approved by the American Bar Association (ABA) and rated as one of the best educational programs in the area. For more information, contact Dr. Laura K. Schantz, Esq., at South Campus Bldg. 71, call 963-8011, or e-mail lschantz@broward.cc.fl.us, or contact James Amato, Esq., at North Campus Building 51-214, call 973-2217, or e-mail jamato@broward.cc.fl.us.

NU' FOOTAGE

The Nu' Footage Dance Troupe performs dance routines for special events held on South Campus. For more information, contact Pam Shaw at South Campus Bldg. 68-218, call 963-8932, or e-mail pshaw@broward.cc.fl.us.

Student Organizations

PHI DELTA ALPHA

Phi Delta Alpha is the education club on South Campus. Phi Delta Alpha is dedicated to serving future educators as well as the community. For more information, contact Dr. Denise St. Patrick-Bell at South Campus Bldg. 69-230 or call 963-8359.



PHI BETA LAMBDA

Phi Beta Lambda is the largest business organization with over 600 chapters in the nation. PBL is for students participating in business programs, such as accounting, business administration, clerical, secretarial, information management, economic finance, law, and marketing. Phi Beta Lambda provides opportunities to improve your practical knowledge and skills to advance business and computer careers. Come mix business with pleasure.

Phi Beta Lambda provides:

- Membership with the expertise needed to accomplish organizational goals through human resources.
- Participation in civic projects, sales projects, social awareness projects, career development projects, and experiences related to business
- Many activities which include speakers, training seminars, competitive events, and election of officers.

For more information, contact Lois Slutsky on South Campus at 963-8808, lslutsky@broward.cc.fl.us, or visit us online at www.bccpblsouth.com; contact Carlton Wall on North Campus at 973-2361 or e-mail cwall@broward.cc.fl.us; or Jane Treptow on Central Campus at 475-6719 or e-mail jtreptow@broward.cc.fl.us.



Student Organizations

PEER MENTORING CLUB

The Peer Mentoring Club is an organization designed to assist students with their college experience. We help with mentoring, tutoring, and weekend retreats just to name a few of the things we want you to enjoy. We also provide information about college life that affects all of us such as scholarship information, visits to four-year universities, and volunteering. Free tutoring is available for PMC members. Come by and join us and bring your ideas. For more information, contact Lisa Thomas at South Campus Bldg. 68-204, call 963-8857, or e-mail lthomas@broward.cc.fl.us; contact North Campus Building 46-220 at 973-2353; or contact Central Campus Building 7-233 at 475-6584.

PHI THETA KAPPA

A Tradition of Excellence...

The privileges and benefits of membership: Phi Theta Kappa is the only nationally acclaimed honor society serving American institutions which offer Associate degree programs. Two-year college presidents and administrators of associate degree programs in four-year schools have continually recognized membership in Phi Theta Kappa as an honor and a privilege. Membership is given added significance by the fact that it is recognized by the American Association of Community Colleges as the official honor society for two-year colleges. To become a member of Phi Theta Kappa, one must achieve a cumulative grade point average of 3.5 after completing 12 credit hours of degree course work, and paying lifetime membership dues. Participation in activities is encouraged. The privileges of membership include having the Phi Theta Kappa seal placed on diplomas, having "Phi Theta Kappa Member" indicated on transcripts, purchasing society jewelry and merchandise, as well as wearing the society stole and tassel during commencement exercises. The four hallmarks of Phi Theta Kappa are:

- Leadership
- Service
- Fellowship
- Scholarship

For More Information, contact Dr. Barbra Nightingale on South Campus at 963-8873 or e-mail bnightin@broward.cc.fl.us, Mary Diaz on Central Campus at 475-6613 or e-mail mdiaz@broward.cc.fl.us, or Dr. Jeanette Madea on North Campus at 973-2236 or e-mail jmadea@broward.cc.fl.us.



Student Organizations

PHYSICAL THERAPIST ASSISTANT CLUB

The Physical Therapist Assistant Club was established for the purpose of engaging in community services and expanding PTA students' basic knowledge by sponsoring several guest lecturers.

The club consists of those students who are currently enrolled in the Physical Therapist Assistant Program. The PTA Club expects to expand its community involvement in the future and to become active in fund-raising projects, which would enable the members to attend PTA sponsored seminars and conferences. For more information, contact Maria Holodak in the Center for Health Sciences at 969-2087 or e-mail mkolodak@broward.cc.fl.us.

POTTERS GUILD

The BCC Potters' Guild is comprised of students interested in the ceramic arts who are willing to participate in the organization and related activities. These include a visiting artist program, a fund raising show and sale, a juried exhibition, social events, and the periodic exchange of ideas. For more information, contact John Foster at Central Campus Building 3-102, 475-6517, or jfoster@broward.cc.fl.us.



REACH

REACH is the community service club of South Campus. REACH organizes community service projects on campus and in the community. For more information, contact Diana Hargis at South Campus Bldg. 68-189, call 963-8973, or e-mail reach4smiles@hotmail.com.

ROOTS

Roots is a special interest service club that enables the Haitian student population at BCC to share the Haitian culture with other BCC students. Its members volunteer in the Haitian community to teach children basic reading and writing skills in English. Roots also provides tutoring and scholarships for qualified members. This club is open to any student at BCC. Please contact Greta Jackson at North Campus in Building 46, 973-2304, or gjackson@broward.cc.fl.us.

Student Organizations

SAILING CLUB

The Sailing Club provides an opportunity for students to improve sailing and windsurfing skills. The Sailing Club sponsors monthly trips to the Florida Keys that are open to all student sailors. Non-sailors normally access the club programs by enrolling in one of our beginning sailing or windsurfing classes. The Sailing Club meets at West Lake Park, 1200 Sheridan Street, in Hollywood (located between A1A and US1). For more information, call 989-2824 or 968-2451.



SCIENCE CLUB

The Science Club is open to all BCC students who are interested in furthering their knowledge of the sciences. Students do not need to be science majors in order to benefit from club activities, such as field trips, discussions with invited speakers, college/campus/community service projects and independent scientific explorations. The club also offers a mechanism for science students and potential science students to get to know one another, to share common interests and to get better acquainted with the faculty in the various science disciplines.



For more information, contact Professor Bill Opperman on North Campus at 973-2334, Steven Obenauf on Central Campus at 475-6676 or e-mail sobenauf@broward.cc.fl.us, or Steve Davis on South Campus at 963-8906 or sdavis@broward.cc.fl.us.

Student Organizations

SPANISH CLUB

The purpose of the Spanish Club is to encourage students who are taking Spanish classes, and all others who are interested in the Spanish language and the people who speak it, to get together informally in order to practice the language, and to participate in social activities such as visiting a Spanish restaurant or seeing a Spanish movie. The Club is open to all BCC students. For more information, contact Holly Gilly-Muniz on Central Campus at 475-6739 or contact John Pawlowski on North Campus at 973-2396 or e-mail jpawlows@broward.cc.fl.us.

STUDENT AMBASSADORS

Student Ambassadors promote BCC programs throughout the community. Broward Community College's Ambassadors represent BCC at area high schools, civic and professional meetings, GED centers, and locally sponsored career and college nights throughout Broward County. Student Ambassadors are eager to spread the word about academic and community enrichment programs at BCC. Ambassadors range in age from 18 to over 50 and their friendships and contacts will endure long after they graduate from BCC. For more information, contact Charles Lyle at South Campus Building 68-250, call 963-8997, or e-mail clyle@broward.cc.fl.us; contact Elena Starson at Central Campus Bldg. 7-Advisement, call 475-6520, or estarson@broward.cc.fl.us; or contact Mareta Sizemore at North Campus Bldg. 46, call 973-2325, or e-mail msizemor@broward.cc.fl.us.

T.A.W.I.C.

The American West Indian Club, TAWIC, is a student organization that has been in existence since 1987. This group meets to discuss topics ranging from community and academic interests to social gatherings, such as beach parties, fiestas, and fund-raisers. The purpose of this organization is to assist West Indian students through academic and personal support as they adjust to the American school system. For more information, contact Shirley Murray on South Campus at 963-8919 or smurray@broward.cc.fl.us, or Paul Mattox on Central Campus at 475-6597 or pmattox@broward.cc.fl.us.

WRITERS WORKSHOP

The Writers Workshop is an informal mixture of students, faculty, and staff from North Campus. The group meets bimonthly. Members are encouraged to hone their writing skills through a variety of discussion topics, works-in-progress readings, book/author critiques, seminar presentations, and guest speakers. Once per term, they get together at a member's home and have a potluck dinner while they expound on the writing process. The club is open to anyone who has an interest in writing. For more information, contact North Campus' Trish Joyce at 973-2385 or e-mail tjoyce@broward.cc.fl.us, Dr. Gloria Johnson at 973-2378, or Dr. John Moscovitz at 973-2362 or e-mail jmoscowi@broward.cc.fl.us.

Intercollegiate Athletics

BCC Intercollegiate Athletics is home to six team sports sanctioned by the National Junior College Athletics Association (NJCAA). BCC competes on a state and national level:

Women's Tennis-Central Campus (Defending State Champion)

Men's & Women's Basketball-North Campus

Women's Softball-South Campus

Women's Volleyball-Central Campus

Men's Baseball-Central Campus

To get involved, call John Giordano at 475,6853, or e-mail jgiordan@broward.cc.fl.us.

Intramural Sports

The intramural program is comprised of competitive leagues and tournaments. It is open to both men and women and all students, faculty, and staff. The College requires proof of health insurance or a signed insurance waiver on file and current BCC ID for participation in intramural activities. Sports available include the following:

Soccer
Open Gym
Volleyball

Full-Court Basketball
Open Swim - w/free swim lessons

Flag Football
Roller & Street Hockey
Tennis & Racquetball

The IM Sports Program offerings differ on each campus and can be changed at any-time. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramurals program. For the dates, times, and details for signing up, contact your local Student Life office: South Campus at 963-8911, Central Campus at 423-6434, or North Campus at 968-2437.

OPEN WORKOUT

Workout facilities are available on Central, North and South Campus at no charge. The College requires proof of health insurance or a signed insurance waiver on file and current BCC I.D. for participation. For hours and locations, call your campus Health & Wellness Center at 963-8972 on South; 475-6855 at Central.

SATURDAY RECREATIONAL SAILING

Saturday sailing, windsurfing, and canoeing are available to all BCC students and staff. Students who can sail may use the sailboats and windsurfers, those who can't may use the canoes. West Lake Park has extensive canoe trails available to our students. We provide life-jackets. You must wear rubber-soled shoes. Monthly weekend trips to the Florida Keys are available. Call for schedule and details. Saturday recreational sailing is available most Saturdays from 12 p.m. to 6 p.m. West Lake Park is located at 1200 Sheridan Street (south side of Sheridan Street between US1 and A1A) in Hollywood. There is a \$1 per person admission fee to the park. Stop by any Student Life office for a schedule or call 989-2824. There is no additional cost to the student for participation. If you would like to make comments or suggestions on programs, please contact the Student Life Office on your campus.

Student Media

Student productions, publications and press are valuable in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of faculty and administration as well as formulating students' opinions on various issues on the campus and the world at large. In addition, student publications and productions serve as a training opportunity for students interested in professional journalism, either print or broadcast. All college published and financed student media shall explicitly state the opinions expressed are not necessarily those of either the faculty or students of Broward Community College. All media is expected to observe the standards of the respective professions. These statements are to be considered as supplementary to the established policies of the Board of Trustees as they relate to student publications. The college will ensure free and responsible media and will not censor or approve copy in advance. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

BCC Broadcasters

BCC Broadcasters is an audio and video club that provides opportunities for BCC students to gain valuable experience using professional equipment. Production crews are from all BCC campuses. Club members are responsible for various aspects of any production cycle - from the development of an idea to the edited, master tape. BCC Broadcasters gives the BCC student a chance to work in a television studio as well as go on location to tape a story. Students will receive the opportunity to learn how to operate video equipment and will begin to grasp many other skills necessary to work within the broadcast industry. BCC Broadcasters also make up the crew for BCC's Public Affairs TV program - "Community Connection." The only membership requirement for the club is to be a registered BCC student. Interested students are encouraged to contact Professor Anthony De Los Santos on Central Campus, Bldg. 17-136, by phone at 423-6429 or through e-mail at adelossa@broward.cc.fl.us.

BCC BROADCASTERS

BCC BROADCASTERS

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The Observer

Broward Community College encourages and supports a free and responsible student press. The *Observer*, the college's biweekly newspaper, offers student reporters and editors the opportunity to practice all aspects of newspaper work, including reporting and writing, photojournalism, design, graphics, desktop publishing, and layout. The paper is completely student produced, including the preparation of camera-ready pages for print. While many of *The Observer* reporters and editors are in the journalism programs at North, Central, and South campuses, any student enrolled at the college can work for the paper. Institutional scholarships and work study assignments are available to student editors.

The Observer is widely recognized for its excellence and has won numerous state individual and overall awards, as well as two National Pacemaker awards, college journalism's most prestigious award for general excellence.

The Observer's main editorial and production office is located on South Campus Bldg. 68-268 . For more information, contact the Observer office at 986-8035 or via e-mail at news_observer@hotmail.com. Also, visit us online at: www.broward.cc.fl.us/bcc/observer.

P'an Ku

P'an Ku is the BCC Student Literary/ Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote, and highlight the creative efforts of students throughout the college. *P'an Ku* has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college and is produced solely by students for distribution throughout the college. Poetry, fiction, nonfiction, photography, and artwork are sought for publication. Watch for the announcements of submission deadlines during the year.

Though based on South Campus, the magazine encourages students from all campuses to not only submit work but be part of the staff. No special talent is needed. Students will learn how to select work for the magazine, how to promote the publication, and learn the principles of design and desktop publishing. The only real requirements are commitment and enthusiasm. A limited number of scholarships are available each term. For more information, stop by the South Campus production office in Bldg. 68-246 or call 986-8044. Students can also contact Pat Ellingham, the faculty advisor, at 963-8858. Also, visit us online at: www.broward.cc.fl.us/south/english/pkhome.html.

Leadership Development

Broward Community College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are four unique components offered to develop leadership skills of students at Broward Community College, providing both cognitive and experiential opportunities:

Student Government Association

At Broward Community College, the Student Government Association (SGA) is the voice of the students. Student Government has many different functions. One of the functions is to act as the liaison between student organizations and Student Life. SGA is the bridge that students are always welcome to cross, which connects the faculty, staff, and administration to the student body. SGA looks for student concerns and finds ways to resolve problems. The membership is open to any and all interested students, without discrimination. SGA also offers various leadership opportunities in many different levels. Selected students become involved in campus, collegewide, district, and state level events.

The concept of TEAMWORK is constantly practiced, and students learn conflict resolution. The Student Government Associations at Broward Community College are always looking for new ideas, faces, and inspiring minds. For more information, contact the SGA office on Central Campus at 475-6846; at the Downtown Center at 761-7321; on North Campus at 968-2437; or in South Campus Bldg. 68-249 at 963-8941.



Leadership Class (SLS1261)

The purpose of this course is to provide a variety of learning experiences and guest speakers to assess leadership styles and potential. The class is open to all student (and potential student) leaders. It is designed to help develop ethical values, leadership styles and techniques for future educational, organizational and community leadership roles.

Competitive Edge

The Competitive Edge program is a highly selective leadership honorary program. Participants are chosen from all four campuses based on their nomination by faculty members or administrators, recommendations, committee interviews, and demonstrated leadership potential. Shadowing and internship experiences are provided throughout the sophomore year with the President's senior staff and community and political leaders. Legislative internship experience in Tallahassee is available to eligible members. The nomination period begins in February and concludes mid-March each year. For more information, contact the Student Life office on your campus.



BCC Adventure Learning Challenge Course

A course designed to teach students leadership skills, team building, and self esteem through mentally-challenging, physical activities. Students spend a half or whole day in a group setting, accomplishing challenges through problem solving and cooperative efforts, utilizing outdoor equipment. Challenge by Choice is the operating philosophy. Student clubs, organizations, student classes and staff are encouraged to sign up with Rachel Robinson, Coordinator of the Adventure Learning Challenge Course at 475-6996 or e-mail rrobinso@broward.cc.fl.us.



Student Rights & Responsibilities

Upon admission to Broward Community College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward Community College Student Handbook, the College Catalog, other official publications, and the BCC web site at www.broward.cc.fl.us.

Student Code of Conduct

Any student or student organization found to have committed the following misconduct, both on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures:

1. Dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.

The term “cheating,” includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person’s paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term “plagiarism” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one’s own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person’s academic work as one’s own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- b. Furnishing false information to any BCC official or faculty member.
 - c. Forgery, alteration, or misuse of any BCC document, record, or instrument of identification.
 - d. Tampering with the election of any recognized BCC student organization.

Student Code of Conduct

2. **Disruption:** disruption or obstruction of teaching, research, administration, disciplinary proceedings, other BCC activities, including its public-service functions on or off campus, or other authorized non- BCC activities, when the act occurs on BCC premises.
3. **Abuse:** physical abuse, verbal abuse, threats, and intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
4. **Theft or Damage to Property:** attempted or actual theft of and/or damage to property of BCC or property of a member of the BCC community or other personal or public property.
5. **Discrimination** as defined in BCC Policy 6Hx2-5.22 (*See page 47*)
6. **Sexual Harassment** as defined in BCC Policy 6Hx2-5.20 (*See page 46*)
7. **Sexual Battery/Assault** as defined in BCC Policy 6Hx2-5.20 (*See page 46*)
8. **Hazing** as defined in Florida State Statute 240.1325
9. **Non-Compliance with Directions:** failure to comply with directions of BCC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. **Keys:** unauthorized possession, duplication, or use of keys to any BCC premises or unauthorized entry to or use of BCC premises.
11. **Violation of published BCC policies/procedures, rules or regulations.**
12. **Violation of Law:** violation of federal, state or local law on BCC premises or at BCC sponsored or supervised activities.
13. **Controlled Substances:** use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
14. **Alcohol:** use, possession or distribution of alcoholic beverages except as expressly permitted by the law and BCC regulations.
15. **Public intoxication**
16. **Weapons and Dangerous Materials:** illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BCC premises.
17. **Unauthorized Demonstration:** participation in a campus demonstration which disrupts the normal operations of BCC and infringes on the rights of other members of the BCC community, or leading or inciting others to disrupt scheduled and/or normal activities

Student Code of Conduct

within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

18. Obstruction of Movement: obstruction of the free flow of pedestrian or vehicular traffic on any BCC premises or at BCC sponsored or supervised functions.
19. Disorderly Conduct: conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BCC premises or at functions sponsored by, or participated in by BCC.
20. Computer Usage:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or BCC official.
 - e. Use of computing facilities to send or receive obscene or abusive messages
 - f. Use of computing facilities to interfere with the normal operation of BCC computing system.
 - g. Use of computing facilities to interfere with normal operation of BCC computing system.
21. False Representation: contracting or representation in the name of the College.
22. Abuse of the student discipline system, including but not limited to:
 - a. Failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BCC officials when requested to do so.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Hearing.
 - d. False accusations of student misconduct knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student discipline system.
23. Bribery: offering or giving money or any item of service to a BCC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
24. Violation of Law and BCC Discipline

Student Code of Conduct

- a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BCC community and/or disrupts the educational mission of the College.
- b. BCC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- c. When a student is charged by federal, state or local authorities with a violation of law, BCC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BCC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BCC community.
- d. BCC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

CONSEQUENCES BASED ON ACADEMIC DISHONESTY

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

STUDENT ORGANIZATIONS

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

- a. The offense occurred at an event that was sanctioned by an officer of the organization.
- b. Organizational funds are used to finance the activity.
- c. The event where the offense occurred is substantially supported by the organization's membership.
- d. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
- e. The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Student Code of Conduct

RECORDING PROHIBITION

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.

INSTITUTE OF PUBLIC SAFETY STUDENTS

Institute of Public Safety students who are enrolled in programs or courses regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's "Trainee Rules, Regulations, and Procedures," in addition to the Student Code of Conduct.

STUDENT DISCIPLINARY PROCEDURES

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward Community College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES

1. Any member of BCC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.
2. The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and the accused student, may impose sanctions outlined in this Procedure. The student shall be informed of the sanctions in writing.

ARTICLE II: SANCTIONS

1. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.

Student Code of Conduct

3. Loss of Privileges - Denial of specified privileges for a designated period of time.
4. Fines - Previously established and published fines may be imposed.
5. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions - Work assignments, service to BCC or other related discretionary assignments
7. BCC Suspension - Separation of the student from BCC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
8. BCC Expulsion - Permanent separation of the student from BCC.
9. The following sanctions may be imposed upon BCC groups or organizations:
 - a. Those sanctions listed above.
 - b. Deactivation or loss of specific organizational privileges for a specified period of time.

Other than BCC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BCC suspension or BCC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BCC suspension or BCC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

ARTICLE III: APPEALS

1. A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer.
2. If a student appeals the decision of the chief student affairs officer to the Vice President for Student Affairs, the chief student affairs shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BCC immediately, and have the student escorted off of BCC property.
3. If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/

Student Code of Conduct

her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a subcommittee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.

4. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.
5. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

HEARING PROCEDURES

1. Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee and/or its Hearing Officer.
2. In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
3. The complainant and the accused have the privilege of being assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
4. The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
5. The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least three business days prior to the hearing.
6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
7. All procedural questions are subject to the final decision of the Hearing Officer.

Student Code of Conduct

8. At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.
9. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BCC.
10. After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.
11. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
12. If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs officer.
13. The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.
14. Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BCC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
15. A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.
16. The decision of the Vice President for Student Affairs shall be final.

ARTICLE V: INTERPRETATION & REVISION

1. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
2. The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

Substance Abuse

Broward Community College shall provide a substance abuse information and referral system on each campus location. In addition to describing the health risks associated with the use of illegal drugs and the abuse of alcohol, this program shall describe the link between excessive substance abuse and the acquisition of sexually transmitted diseases and shall provide counseling, referral, and rehabilitation information for students experiencing difficulty with substance abuse. Information on these topics shall be distributed through the *Broward Community College Student Handbook*, *The Observer*, and other appropriate media.

A student who is unable to perform the requirements of his/her program with reasonable skill and safety by reason of use of drugs, narcotics, chemicals, alcohol or any other substance shall submit to drug testing at the discretion of the College. The cost of any necessary testing shall be the responsibility of the student and failure to submit to such testing may result in dismissal from the program. The College retains the right to dismiss a student from the College or from a specific program under this policy.

Children On Campus

Broward Community College is an open-door institution and welcomes visitors to all of its campuses as long as the visitors' purposes are consistent with the educational mission and climate of the college and their presence does not compromise their own safety or the safety of others. Children are welcome in college child care facilities (currently at North campus), but they must not be left unsupervised in any other locations including hospitality centers, hallways, libraries, cafeterias, classrooms, common areas and parking lots. The College cannot accept responsibility for the safety and supervision of children unless they are enrolled in a special program or an authorized on-campus child care facility. The presence of children in a classroom (or others not officially registered for a class) can be disruptive to the teaching process. Consequently, unless specifically authorized by the course professor, unregistered persons will be asked to leave the classroom.

HIV/AIDS

In recognition of the threat of human immunodeficiency virus (HIV) infection and acquired immune deficiency syndrome AIDS the following program has been established. The program consists of education, prevention, and counseling services. The Americans with Disabilities Act, Federal Vocational Rehabilitation Act of 1973, and the Florida Educational Equity Act prohibit discrimination against persons with disabilities. The following policy has been enacted pursuant to Florida Statutes 240.319(3), 240.3191, and 240.3192.

No student will be denied admission to the College on the basis that he/she has HIV. The College will not inquire of any potential student as to whether or not that person has HIV. In accordance with Florida Statutes 381.609, and the American College Health Association's Recommended Standards and Practices for a College Health Program, any student who informs the College that he/she has HIV will be afforded confidentiality regarding disclosure of their medical condition. No person, group, agency insurer, employer, or institution shall

HIV/AIDS

be provided any medical or other information without the prior specific written consent of the affected person.

The College will ordinarily impose no restrictions on a student diagnosed with HIV that would have the effect of unnecessarily limiting participation in educational programs and activities, unless such student is determined to pose a direct threat to the public health of the College. A determination of whether a student poses a direct threat to the public health of the College will not be based on stereotypes or generalizations. The College will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge and the best available objective evidence. The College will evaluate and balance the nature, duration, and severity of the risk and the probability that the potential injury will occur. The College will ascertain whether reasonable modifications of policies, practices, and procedures will mitigate the risk to the point of eliminating it as a significant risk.

Any student with HIV or AIDS may seek assistance from the Campus Disability services Office. The Broward Community College Student Handbook provides further information concerning HIV and AIDS, including identification of additional campus resources that may provide further information on HIV and AIDS. Any student who feels that they have been discriminated against in violation of this policy should notify the Office of Student Affairs.

The above policy has been enacted in accordance with the Americans with Disabilities Act, Federal Vocational Rehabilitation Act of 1973, and the Florida Educational Equity Act.

Disruptive Student Policy

Students who cannot conform to the standards of appropriate behavior as set forth in Broward Community College Policy 6Hx2-5.02, *Student Code of Conduct*, shall not be permitted to interfere with other students' access to a college education. Broward Community College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these published laws, ordinances, or policies and procedures may subject the violator to appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. The Vice President for Student Affairs is authorized to enforce suspension or removal decisions, including the use of appropriate legal processes. Nonviolent student dissent does not fall under the purview of this policy.

For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation. The College shall retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors. Alternatively, College counselors may be used to assist students who exhibit less severe disruptive behavior.

All records associated with the treatment or disciplinary process shall be kept confidential.

Disruptive Student Policy

Students treated for a mental disorder under this policy are protected by the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973.

Students suspended under this policy shall (1) receive a 100% refund for the term during which they were suspended and (2) re-enroll only after certification by a licensed clinical psychologist or psychiatrist, a recommendation from a campus Dean of Student Affairs, and approval by the Vice President for Student Affairs.

For students suspended or expelled under this policy, the campus Dean of Student Affairs shall consult with the student's Professors regarding the student's grades for the term during which they have been suspended or expelled. Final determination of grades, however, shall rest with the Professors. If a student has been removed from the College through disciplinary dismissal, expulsion, or suspension due to disruption of the educational process, or the endangerment of the health and safety of others, and returns to the College in a subsequent academic term as a student, the Vice President for Student Affairs or his/her designee may share with the student's teachers otherwise confidential information concerning the student when in his/her judgment it will further educational interests. To protect confidentiality and the possible sensitive nature of the information, the Vice President for Student Affairs or his/her designee should share the information in person with the Faculty member, and point out the nature of the information and its educational relevance. Only relevant information should be shared, not the entire record. No copies of the record shall be made.

Sexual Harassment/Assault

Sexual Harassment

As established in Broward Community College Policy 6Hx2-3.31, Sexual Harassment, the College intends to protect all employees and students from sexual harassment. In accord with the definitions in that policy, any student who engages in the sexual harassment of any officer, employee, student, or agent of the College shall be subject to disciplinary action.

Informal Complaints

Any student who believes that he/she has been the subject of sexual harassment or who has been accused of sexual harassment may seek advice or consultation from the campus Dean of Student Affairs. The complainant may also bring his/her concerns to a Faculty member, Department Head, Dean, Director, Provost, Executive Director or Vice President, College Ombudsman or other appropriate college administrator. An informal complaint must be filed within 90 days of the alleged act(s) of sexual harassment. Should the problem not be resolved satisfactorily using the informal process, the complainant shall have 30 days to file a formal complaint.

Formal Complaints

A formal complaint must be made in writing and submitted to the Campus Provost/Executive Director. The complaint should be completed using the Sexual Harassment Complaint form (PER38), if possible. The written complaint shall contain the name of the complainant and state the nature of the act(s) complained of, including such details as the name of the alleged

Sexual Harassment/Assault

offender(s) and the date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s). A formal complaint must be filed within 90 days of the alleged act(s) of sexual harassment or within 30 days wing the informal complaint resolution.

Frivolous or Malicious Complaints

In the event that a claim of sexual harassment is found to be frivolous or malicious, appropriate College sanctions, including disciplinary action as appropriate, shall be taken against the complainant.

Concurrent Grievance

Nothing contained in this procedure shall affect the right of a complainant to pursue the matter with an appropriate external agency.

Sexual Battery/Assault

No student may commit or attempt a sexual battery against any student or employee of the College or against any person at a College sponsored or supervised activity. In addition to any criminal or civil actions which may be pending or in process, the College may pursue a separate disciplinary action against any student believed to have committed or attempted a sexual battery as defined in Broward Community College Policy 6Hx2-3.32, Sexual Battery/Assault. Any violation of Broward Community College Policy 6Hx2-5.20, Sexual Harassment/Battery/Assault, on-campus or at College-sponsored events, shall be reported immediately to the campus Dean of Student Affairs and/or the Campus Security Office. The investigation of sexual battery/assault shall be the responsibility of law enforcement personnel.

Non-Discrimination Policy

General Statement: Federal and state laws protect students and student applicants against discrimination.

- a.) Broward Community College affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the BCC community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. The College recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. This rule establishes procedures for a student to file a complaint of the alleged discrimination or harassment.
- b.) It shall be a violation of this policy for any officer, employee, or agent of the College to discriminate against or harass, as hereinafter defined, any student or student applicant. Discrimination and harassment are forms of conduct that shall result in disciplinary or other action as provided by the rules of the College.

Non-Discrimination Policy

Definitions:

- a.) For the purpose of this policy, discrimination and harassment are defined as treating any student or student applicant differently than others are treated based upon race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veteran status.
- b.) Conduct that falls into the definition of discrimination includes, but is not limited to:
 - 1. Disparity of treatment in educational programs and related support services on the basis of membership in one of the listed groups.
 - 2. Limitation in access to participation in athletic, social, cultural or other activities of the College because of membership in one of the listed groups.
 - 3. Discrimination of the foregoing types on the basis of sex, unless based on legal distinctions in needs for restrooms, athletics, and other such areas.
 - 4. Retaliation for filing complaints or protesting practices that are prohibited under this policy.
- c.) Conduct that falls into the definition of harassment includes, but is not limited to, harassment based on race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veterans status. (For harassment on the basis of sex, see Policy 6Hx2-5.20 and Procedure A6Hx2-5.20, Sexual Harassment). Within the context of this policy, harassment is defined as conduct that unreasonably interferes with a student or student applicant's status or performance by creating an intimidating, hostile, or offensive environment. It includes offensive or demeaning language or treatment of an individual where such language or treatment is based typically on prejudicial stereotypes of a group to which an individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual.
- d.) Scope of prohibitions: Activities covered under this policy include, but are not limited to, all educational, cultural and social activities occurring on campus or sponsored by BCC.

Administration

The Dean of Student Affairs/Chief Student Affairs Officer on each campus shall administer procedures as they apply to students. The Dean of Student Affairs/Chief Student Affairs Officer shall answer inquiries regarding procedures contained in policy and may provide informal advice to students who are unsure whether they have been victims of discrimination or harassment.

Informal Complaints

Any student who believes that he/she has been the subject of discrimination or harassment may seek advice or consultation from the campus Dean of Student Affairs/Chief Student Affairs Officer who may assist the complainant in formulating a plan for resolution or the problem. If the complaint involves an employee, the Director of Employee Relations &

Non-Discrimination Policy

Affirmative Actions must be notified. An informal complaint must be filed within 180 days of the alleged act(s) of discrimination or harassment. Should the problem not be resolved satisfactorily using the informal process, the complainant shall have 30 days to file a formal complaint.

Formal Complaints

A formal complaint must be made in writing and submitted to the Campus Provost/Executive Director. The written complaint shall contain the name of the complainant and state the nature of the act(s) complained of, including such details as the name of the alleged offender(s) and the date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s). A formal complaint must be filed within 180 days of the alleged act(s) of discrimination or harassment or within 30 days following the informal complaint resolution. The Campus Provost/Executive Director may attempt resolution during the course of an investigation of a complaint. If resolution is not achieved, then the Campus Provost/Executive Director shall continue to investigate the complaint. If resolution of the complaint was achieved between the parties and the alleged offender fails to abide by the agreement or retaliates against the alleged victim, the Campus Provost/Executive Director may require the complaint to proceed as if resolution had not been reached.

Resolution

Upon notification of the results of the investigation, the Campus Provost/Executive Director may provide a reasonable resolution to the complaint and may also recommend or take disciplinary action against the alleged offender. Disciplinary action shall be taken in accordance with the Student Code of Conduct in the case of a student or in accordance with the policies and procedures affecting the class of employee in terms of any applicable collective bargaining agreement.

Prohibition of Retaliation

No College student or employee shall retaliate against a complainant. Any attempt to retaliate against a student, employee, or agent for initiating a complaint shall be treated as a separate incident of discrimination or harassment.

Frivolous or Malicious Complaints

In the event that a claim of discrimination or harassment is found to be frivolous or malicious, appropriate College sanctions, including disciplinary action as appropriate, shall be taken against the complainant.

Concurrent Grievance

Nothing contained in this procedure shall affect the right of a complainant to pursue the matter with an appropriate external agency.

Student Records

The College shall protect the rights of students and their parents or guardians with respect to student records and reports containing student record information, which are created, maintained, and used by the College. The College shall provide access to such records in accordance with *Florida Statutes*, Chapter 228.093.

Records shall mean those files, documents, electronic images, and other formats which contain information directly related to a student and which are maintained as a permanent record at the College. Drafts or notes which are not intended as final evidence of the knowledge to be recorded are not considered student records. Furthermore, the term does not include (1) records of instructional, supervisory, and administrative personnel which are in the sole possession of such personnel and which are not accessible or revealed to any other person except a substitute for any such persons; (2) records of law enforcement units of the institution which are maintained solely for law enforcement purposes and which are not available to persons other than officials of the institution or law enforcement officials of the same jurisdiction in the exercise of that jurisdiction; (3) records made and maintained by the institution in the normal course of business which relate exclusively to a pupil or student in his/her capacity as an employee and which are not available for any other purpose; (4) records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity or assisting in that capacity, which are created, maintained, or used only in connection with the provision of treatment to the pupil or student and which are not available to anyone other than persons providing such treatment; (5) directory information as defined in *Florida Statutes*, Chapter 228.093; (6) other information, files, or data which do not permit the personal identification of a pupil or student; (7) letters or statements of recommendation or evaluation which were confidential under Florida law and which were received and made a part of the pupil's or student's educational records prior to July 1, 1977; and (8) copies of the student's fingerprints.

Parent shall mean a natural parent, an adoptive parent, or a legal guardian of the student as defined in the *Internal Revenue Code of 1954*. An individual invoking the Code shall present evidence showing his/her compliance with this provision.

No record shall be made or retained without a legitimate need for the information contained therein. The College shall protect the confidentiality of a student's record and release information only to authorized members of the College community. Students have the right to inspect their own official transcripts or records and to authorize the College in writing to release information to outside sources.

Except for federal and state laws, court orders, and subpoenas which compel the release of information and cases that involve the safety of persons or property, information of a counseling or non-academic nature shall not be made available to any outside person without written authorization from the student or parent as appropriate. A release of information pursuant to the above shall be made only upon payment of the fee established by the Board of Trustees. Information of this type may be released to Faculty and Administrators on a need-to-know basis, but shall not be released to any third party individuals without authorization from the student or the parent, as appropriate.

Student Records

A student or parent may exercise his/her rights under these provisions by submitting a request in writing to the appropriate Campus Registration Coordinator, the College Registrar, or the Vice President for Student Affairs.

Directory Information

The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student. A working record is any material used in the course of daily College business, which is not a “permanent record.” A working record contains a student address, social security number, grades, judicial or academic discipline history, phone number, course schedule and advisement record.

Student-generated documents are not considered working documents of the College or permanent student records, and it is the responsibility of the student to dispose of them should they produce them. A student-generated document is information generated by the student for that student’s use.

Examples of working records are advisement records, unofficial student transcripts, test results, etc. Working records should be placed in a secure designated box, bin, or area until disposed. Special attention should be given to their disposal by shredding or special collection on a regular basis.

Shredders are available to each office that handles student records, including Academic Advisement, Registration, Testing, Student Financial Services, and the Student Deans, or a contract is established with an outside vendor to dispose of such material by each campus at the discretion of the Campus Provost/Administrator.

Right of Privacy

Every student shall have a right of privacy with respect to his/her educational records. A student’s records may not be released to any third party, including individuals, institutions, agencies, or organizations, without a previous written request by the student. The written request should be dated and include the student’s name, social security number, signature, and the name of the individual, institution, agency, or organization authorized to receive the information.

Right of Access

A student may gain access to his/her educational record by submitting a written request to the appropriate Campus Registration Coordinator, the College Registrar, or the Vice President for Student Affairs. Upon written request to the same individuals, a parent or guardian may have access to a student’s educational record, only if the student is a dependent student as defined by the Internal Revenue Code. A copy of a tax return indicating that the student is a dependent must be submitted along with the request. Such a request should be granted within 48 hours after receipt by the Office of the Registrar. When the information is necessary to protect the health and safety of the student or other individuals, the request should be referred to the Campus Dean of Student Affairs, the Campus Provost, or the Vice President for Student Affairs.

Student Records

A court may order or issue subpoenas for access to a student's educational records. Such requests shall be forwarded to the Custodian of Records, the Vice President for Student Affairs. The Vice President for Student Affairs or a designated representative shall notify the student, either by telephone or in writing, that the College intends to comply with the request. Copies of all court orders, subpoenas, and similar documents shall become a part of the student's permanent academic record.

A student's educational record may be released without consent to the following:

- Other institutions of higher education in which the student seeks or intends to enroll
- Authorized representatives of the Comptroller General of the United States
- The Secretary or Commissioner of Education
- The Department of Health, Education, and Welfare
- The Director of the National Institute of Education
- The Assistant Secretary of Education
- State education authorities
- Officials in connection with a student's application for or receipt of financial aid
- Organizations or individuals conducting studies for, or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if such studies are conducted in a manner which will not permit the personal identification of students and their parents by persons other than the authorized representatives of such organizations, and if such information will be destroyed when the studies have concluded.

Directory Information

The College maintains and reserves the right to release the following directory information without the student's consent: (1) name, (2) enrollment status, (3) degrees and awards received, and (4) statistics pertaining to a student's participation in officially recognized sports and activities.

Release of Information by Telephone

Only the current enrollment status of a student shall be released by telephone by authorized College personnel. In an emergency, additional information may be released by the Vice President for Student Affairs or his/her designated representative.

Right to a Hearing

A student may challenge the accuracy of information contained in his/her record. Such requests shall be directed to the Vice President for Student Affairs, who shall transmit the request to the Academic Standards Committee within one week after it is received. The committee shall review the content of the petition and make a recommendation within 2 calendar weeks after the hearing. The recommendation shall be rendered in writing to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs is final.

Academic Policies

COMMUNITY COLLEGE TRANSFER GUARANTEE

Graduates with an Associate of Arts (A.A.) degree are guaranteed certain transfer rights under the Florida Articulation Agreement, Rule 6A10.024. Broward Community College graduates in an A.A. degree program, seeking admission to a Florida Public University, will enjoy these benefits:

- 1) Guaranteed admission to one of the state universities, but not necessarily to a limited access program.
- 2) All credits earned toward the A.A. degree will transfer to the university.
- 3) The university catalog in effect the year the A.A. degree student enrolled at BCC will remain in effect, provided enrollment is continuous.
- 4) When the general education core is completed at BCC, a state college or university may not require additional general education courses.
- 5) The receiving university must award equivalent credit for courses successfully completed at Broward Community College for courses in the Statewide Course Numbering System.
- 6) Accelerated credits (CLEP, dual enrollment, etc.) earned at BCC will be transferable to a state university.

The receiving university reserves the right to determine what courses must be taken for a baccalaureate degree. All A.A. degree credits, although transferred, may not satisfy some specific program prerequisites. A student transferring before completion of the A.A. degree does not have the above guarantees.

Students who believe that these guarantees are denied during transfer should file a written appeal with the Vice President for Student Affairs at BCC.

Class Attendance Policy

The College believes class attendance has a major role in the teaching / learning process and, therefore, expects students to attend classes regularly and on time. Exceptions to this policy are set forth in the following.

Faculty Responsibilities

It is the responsibility of each faculty member to formulate an attendance policy for the courses he /she teaches and to ensure that this policy is communicated in writing in the course syllabus within the first week of class meetings. Members of the Colleges staff are expected to exercise good judgement in the formulation, implementation and application of the policies.

Class Attendance Policy

Non- Class Days

Owning to unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and /or security of the students, faculty, staff and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/ College is closed shall be considered a non-class day(s). When this occurs, each Faculty member shall determine how best to makeup the lost class time.

Non-Penalized Absences

There shall be no penalty for a student who is absent from academic activities because of religious holy day observances in his/her own faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities.

Student Responsibilities Relative to Non-Penalized Absences.

A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. Documentation for non-penalized absences shall be presented by the student should the faculty member request it. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

Extenuating Circumstances

Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made, then the student may seek an alternate class, where applicable, that accommodates his/her requirements.

Excessive Absences

Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course.

Classes with Special Instructional Requirements

Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. Although the make up of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student a **W** or **I** grade.

Appeals

A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward Community College Policy 6Hx2-4.19, *Grades and Grade Appeal Process*.

Course Attempts

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline.

Total Attempts- College Level Courses.

A student may have only three attempts per course, including the original grade, repeat grades, withdrawals, and audits declared after the end of the drop/ add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances. The total attempts limitation, however, does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for the further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement of continuing education to stay current in a field, such as teacher certification.

Total Attempts - College Preparatory Courses.

A student may not enroll for more than three attempts in each college-preparatory course. A student who withdraws from a college-preparatory course under major extenuating circumstances may be granted an exception through petition to the Academic Standards Committee. A college-preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

Faculty Grading Policy

Each Faculty member shall communicate in writing in clear detail his/her grading policy within the first week of class meetings of each course. The policy shall be included in the syllabus for the course. The elements to be considered in calculating the student's course grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the Faculty member's grading policy.

Final Grades and Records

Final grades for each term are recorded and preserved. Reports are submitted at the close of the term. Grade point averages for graduation and honors are calculated only on college level academic work attempted at all colleges.

The following grades are used to calculate the grade point average:

Grades	Points
A Excellent	4
B Good	3
C Average	2
D Passing	1
F Failure	0

The following grades, however, do not affect the grade point average:

Grades	Points
I Incomplete	0
W Official Withdrawal	0
X Audit	0
XW Audit Withdrawal	0
NC Non-Credit Course	0
NG No Grade Assigned	0
NR Grade Not Received	0
S Satisfactory	0
U Unsatisfactory	0

Course Attempts

Non-Punitive Grades. Grades which do not affect the grade point average are awarded under the following circumstances.

• I Incomplete

An **I** grade may be given in courses where a student in good standing and with documented extenuating circumstances has not completed the required course work by the end of the term. The student should make arrangements to have the **I** changed to a final grade by the instructor (by the agreed upon date) during the next full semester (summer terms are not considered in this time limit). If no change is initiated during the next full term, the **I** will automatically become an **F** on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and the final GPA calculated.

• W Official Withdrawal

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, requires community colleges to adhere to the following procedures relating to the awarding of a **W** for a student from a course.

- The student may withdraw without academic penalty from any course by the midpoint in the semester.
- The student will be permitted to a maximum of two withdrawals per course.
- Upon the third attempt, the student will not be permitted to withdraw and will receive an **A, B, C, D, or F** for that course.

• X and XW Audit

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, in-class requirements. No grade will be assigned and no credit will be awarded; however, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period. The transcript will indicate a course was audited by listing an **X** grade, but an **XW** indicating withdrawal may be given the student at the discretion of a Faculty member for failure to adhere to attendance or in-class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

• NC Non-Credit Course

The **NC** is assigned automatically for any zero credit hour course. **NC** is used for continuing education, economic development, lifelong learning and other classes for which no credit is awarded.

• NG No Grade Assigned

The **NG** is used to indicate that a student has not satisfied the requirements for a noncredit class. It is also used for certain self-paced courses as well as designated Health Sciences and

Course Attempts

continuing education classes.

• NR No Grade Reported

The NR grade is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

• S and U Satisfactory and Unsatisfactory

The S and U grades are used for those courses which have received prior approval, through curriculum review process, to award the Satisfactory/Unsatisfactory grades.

Forgiveness

In accordance with *Florida State Board of Education Administrative Rules*, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

Withdrawal Under Exceptional Circumstances

When a student is required to withdraw from a course after the official drop period, but prior to the midterm date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100 percent refund may be approved by the Provost of the campus, the Downtown Center Administrator, or the Provost of the Center for Health Science Education, where the student is enrolled. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty or other emergency circumstances or extraordinary situations.

Grade Appeal Process

The Grade Appeal Process applies only to final course grades. Any grade received for academic dishonesty will be appealed through the Academic Standards subcommittee on discipline and is not subject to the following appeal process.

Grounds for Using the Grade Appeal Process

Any appeal of a course grade shall be considered in comparison with the standards in the faculty member's grading policy. Each faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

Grade Appeal Process

Preliminary Action: Resolution with the Faculty Member

If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the faculty member, the department head may arrange the meeting between the student and the faculty member.

Either the faculty member or the student may request the department head/Center Administrator or other college official to be present. If the resolution results in a grade change, then the faculty member shall initiate said change no later than five duty days of the meeting.

Should the faculty member no longer be in the College's employ and/or be totally out of contact by any means when the student files a grade appeal, then the student may initiate this informal process with the department head.

If the student is dissatisfied with the faculty member's decision, then the student may begin the three-step formal Grade Appeal Process as outlined below. The purpose of this process is to determine whether or not the faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty Staff Handbook*, and in the faculty member's grading policy as transmitted to the student. The process will also take into account other relevant College policies.

At any step, if the student and the Faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the timeframes stipulated in the formal Grade Appeal Process must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

Step 1: Submission of Documents

The student will obtain a *Grade Appeal Request Package* from the Student Affairs Office or the department head/Center Administrator's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible, but no later than within three weeks after the start of the next term. The process begins with the student submitting the *Grade Appeal Request Package* to the faculty member via the department head/Center Administrator. In the absence of extraordinary circumstances, failure to complete the *Grade Appeal Request Package* in the designated time period will end the student's right to appeal.

Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

Step 2: Mediation by Department Head

The department head will have five duty days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten days of the receipt of the *Grade*

Grade Appeal Process

Appeal Request Package from the student as a result of Step 1.

If the Instructor is also a department head, the Dean of Academic Affairs/Center Administrator will designate another department head to conduct the mediation. In the case of the Downtown Center, the Center Administrator will ask an appropriate department head from one of the campuses to conduct the mediation session.

Following the mediation session, the department head will reply in writing to the student as to whether the request is either 'granted' or 'denied.' If the faculty member has declined to change the recorded grade, the department head will convey the faculty member's rationale to the student in the formal reply. The student will be afforded five duty days to decide if he/she desires to pursue the formal appeal with the Campus/Center Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee

If the student is dissatisfied with the results of the department head's mediation, he/she may notify the Campus Academic Dean/Center Administrator within five duty days of the department head's response from Step 2. The department head will forward the *Grade Appeal Request Package* to the Campus Academic Dean/Center Administrator. The Campus Academic Dean/Campus Administrator will submit the *Grade Appeal Request Package* to the Campus/Center Grade Appeals Committee. For purposes of this policy, the Center for Health Sciences and the Downtown Center will be considered separate campuses.

The membership of the Campus/Center Grade Appeals Committee will be chosen from a resource pool of faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean/Center Administrator and the Faculty Senate President. The Campus Academic Dean/Center Administrator will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus/Center Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the *Grade Appeal Request Package* is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five days prior to the hearing and will distribute all necessary documentation.

The Campus/Center Grade Appeals Committee will review the *Grade Appeal Request Package*. It will consider whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty/Staff Handbook*, and in the course syllabus. In addition, the Committee will consider other relevant College policies.

Petitioning the ASC

The Academic Standards Committee's role at Broward Community College is to consider exceptions to the catalog procedures and established academic policies.

Student Appeal Procedures

- 1) Obtain an Academic Standards Petition from an Academic Advisor.
- 2) Complete the petition with explicit rationale pertaining to the request.
- 3) Include all pertinent and relevant documentation, i.e., medical explanations, course outlines, transcripts from previous institutions, etc.
- 4) If the petition is a request for admission while on suspension or dismissal from another institution, the student should (if available) include a letter of support to attend Broward Community College from the previously attended institution.
- 5) The student must obtain the signatures of the advisor or counselor and the campus Dean of Student Affairs or the Dean of Academic Affairs.
- 6) Petitions should be received at the Fort Lauderdale Center no later than one week prior to the Academic Standards Committee's published meeting dates. Exceptions must be cleared through the campus Dean of Student Affairs, the Dean of Academic Affairs, or the College Registrar at the Fort Lauderdale Center.
- 7) Academic Standards Committee meeting dates, places, and times may be obtained from the Student Affairs office on each campus. The meetings are generally in the afternoons and last approximately three hours.
- 8) It is strongly recommended that students be present for the Academic Standards meeting, if at all possible. In cases such as suspension or dismissal from BCC or another college, students will be required to attend the meeting. All students will be notified of the time and place of the meeting.
- 9) Each petition is carefully reviewed and a recommendation is made by the committee to the Vice President for Student Affairs. The Vice President then approves or disapproves the actions of the Academic Standards Committee.
- 10) Written notification of the results of the petition will be given to the student by the College Registrar's Office of Broward Community College at the Fort Lauderdale Center.

Students' Right to Know

The College is providing the following statistics regarding campus crime as mandated by the Florida Right To Know Act. During 1999 the following criminal offenses occurred on BCC's campuses:

Aggravated Assault/ Stalking	04	Robbery	00
Burglary/Breaking & Entering	12	Sex Offenses, Forcible	00
Homicide Offenses	00	Liquor Violation Arrests	00
Larceny/Theft Offenses	61	Drug Abuse Violation Arrests	05
Motor Vehicle Theft	09	Weapons Violation Arrests	01

August 2001

MONDAY

TUESDAY

WEDNESDAY

JULY 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
²³ ₃₀	24	25	26	27	28	29

1

6

7

8

13

14

15

Term I, Session I & II
Classes Begin 8:00AM

20

21

22

Last Day to Drop and Last Day
for 100% Refund for Session I

27

28

29

THURSDAY**FRIDAY****SATURDAY/SUNDAY****4****2****3****5****11****9****10****12****18****16****17****19**

Session I & II Weekend
College Classes Begin

Last Day for Drop and Last Day
for 100% Refund for Session II

25**23****24****26**

Last Day to Drop for 100%
Refund for Session I & II
Weekend College

30**31**



August 20 - August 26



Weekly Notes

MONDAY

AUG 20

TUESDAY

AUG 21

WEDNESDAY

AUG 22

THURSDAY

AUG 23

FRIDAY

AUG 24

SATURDAY

AUG 25

SUNDAY

AUG 26

Get your SmartCard at your campus Student Life office!



August 27 - September 2



Weekly Notes

MONDAY

AUG 27

TUESDAY

AUG 28

WEDNESDAY

AUG 29

THURSDAY

AUG 30

FRIDAY

AUG 31

SATURDAY

SEPT 1

SUNDAY

SEPT 2

Visit BCC on the Web at <http://www.broward.cc.fl.us>

September 2001

MONDAY

TUESDAY

WEDNESDAY

AUGUST 2001

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2001

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

HOLIDAY (Labor Day)
No day or evening classes

3

4

5

10

11

12

MIDTERM for Session II

Session III Classes Begin

17

18

19

Last Day to Withdraw from any
Session II Class

HOLIDAY (Fall Holiday)
No evening classes

Last Day to Change from Credit
to Audit for Session II

24

25

26

THURSDAY**FRIDAY****SATURDAY/SUNDAY****1****2****8****6****7****9****15****13****14****16**

Session III Weekend College
Classes Begin

Last Day to Drop and Last Day
for 100% Refund for Session III

22**20****21****23**

HOLIDAY (Fall Holiday)
No day or evening classes

Last Day to Drop for 100%
Refund for Session III
Weekend College

29**27****28****30**



September 3 - September 9

Weekly Notes



MONDAY

SEPT 3

TUESDAY

SEPT 4

WEDNESDAY

SEPT 5

THURSDAY

SEPT 6

FRIDAY

SEPT 7

SATURDAY

SEPT 8

SUNDAY

SEPT 9

Get your SmartCard at your campus Student Life office!



September 10 - September 16



Weekly Notes

MONDAY

SEPT 10

TUESDAY

SEPT 11

WEDNESDAY

SEPT 12

THURSDAY

SEPT 13

FRIDAY

SEPT 14

SATURDAY

SEPT 15

SUNDAY

SEPT 16



September 17 - September 23



Weekly Notes

MONDAY

SEPT 17

TUESDAY

SEPT 18

WEDNESDAY

SEPT 19

THURSDAY

SEPT 20

FRIDAY

SEPT 21

SATURDAY

SEPT 22

SUNDAY

SEPT 23

Register NOW for Session IV Classes!



September 24 - September 30



Weekly Notes

MONDAY

SEPT 24

TUESDAY

SEPT 25

WEDNESDAY

SEPT 26

THURSDAY

SEPT 27

FRIDAY

SEPT 28

SATURDAY

SEPT 29

SUNDAY

SEPT 30

Visit BCC on the Web at <http://www.broward.cc.fl.us>

October 2001

MONDAY

TUESDAY

WEDNESDAY

1

2

3

8

9

10

15

16

17

MIDTERM for Session I

Last Day of Classes for
Session II

Session II Grades due to
Campus Registration Office

Last Day for Drop and Last
Day for 100% Refund for
Session IV

22

23

24

29

30

31

Last Day to Withdraw from
Any Session I Class

Last Day to Change from Credit
to Audit for Session I

MIDTERM for Session III

THURSDAY

FRIDAY

SATURDAY/SUNDAY

4

5

6

7

11

12

13

14

Session IV Classes Begin

Session IV Weekend College
Classes Begin

20

18

19

21

Last Day for Drop and Last
Day for 100% Refund for
Session IV Weekend College

27

25

26

28

SEPTEMBER 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

NOVEMBER 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



October 1 - October 7



Weekly Notes

MONDAY

OCT 1

TUESDAY

OCT 2

WEDNESDAY

OCT 3

THURSDAY

OCT 4

FRIDAY

OCT 5

SATURDAY

OCT 6

SUNDAY

OCT 7

Register NOW for Session IV Classes!



October 8 - October 14



Weekly Notes

MONDAY

Oct 8

TUESDAY

Oct 9

WEDNESDAY

Oct 10

THURSDAY

Oct 11

FRIDAY

Oct 12

SATURDAY

Oct 13

SUNDAY

Oct 14

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October 15 - October 21

Weekly Notes



MONDAY

OCT 15

TUESDAY

OCT 16

WEDNESDAY

OCT 17

THURSDAY

OCT 18

FRIDAY

OCT 19

SATURDAY

OCT 20

SUNDAY

OCT 21

Register NOW for Session IV Classes!



October 22 - October 28



Weekly Notes

MONDAY

OCT 22

TUESDAY

OCT 23

WEDNESDAY

OCT 24

THURSDAY

OCT 25

FRIDAY

OCT 26

SATURDAY

OCT 27

SUNDAY

OCT 28

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November 2001

MONDAY

TUESDAY

WEDNESDAY

OCTOBER 2001

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
²³ ₃₀	²⁴ ₃₁	25	26	27	28	29

5

6

7

HOLIDAY (Veterans Day)
No day or evening classes

12

13

14

HOLIDAY (Thanksgiving)
No evening classes

19

20

21

Last Day to Withdraw from
any Session IV class

Last Day to Change from
Credit to Audit for Session IV

26

27

28

THURSDAY**FRIDAY****SATURDAY/SUNDAY****3****1****2****4****8**Last Day to Withdraw from
Any Session III ClassLast Day to Change from Credit
to Audit for Session III**9****10**HOLIDAY (Veterans Day)
No day or evening classes**11**

MIDTERM for Session IV

15**16****17****18**HOLIDAY (Thanksgiving)
No day or evening classesHOLIDAY (Thanksgiving)
No day or evening classesHOLIDAY (Thanksgiving)
No day or evening classes**24****22****23**HOLIDAY (Thanksgiving)
No day or evening classes**25****29****30**



October 29 - November 4



Weekly Notes

MONDAY

Oct 29

TUESDAY

Oct 30

WEDNESDAY

Oct 31

THURSDAY

Nov 1

FRIDAY

Nov 2

SATURDAY

Nov 3

SUNDAY

Nov 4

Term II Registration Begins November 1st



November 5 - November 11



Weekly Notes

MONDAY

Nov 5

TUESDAY

Nov 6

WEDNESDAY

Nov 7

THURSDAY

Nov 8

FRIDAY

Nov 9

SATURDAY

Nov 10

SUNDAY

Nov 11



November 12 - November 18



Weekly Notes

MONDAY

Nov 12

TUESDAY

Nov 13

WEDNESDAY

Nov 14

THURSDAY

Nov 15

FRIDAY

Nov 16

SATURDAY

Nov 17

SUNDAY

Nov 18

REGISTER NOW FOR TERM II CLASSES!



November 19 - November 25



Weekly Notes

MONDAY

Nov 19

TUESDAY

Nov 20

WEDNESDAY

Nov 21

THURSDAY

Nov 22

FRIDAY

Nov 23

SATURDAY

Nov 24

SUNDAY

Nov 25

December 2001

MONDAY

TUESDAY

WEDNESDAY

NOVEMBER 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JANUARY 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3

4

5

FINALS WEEK for Session I

FINALS WEEK for Session I

10

11

12

FINALS WEEK for Session I

Last Day of Classes for
Session I, III, & IV

GRADUATION DAY

Session I, III, & IV Grades Due
to Campus Registration Office

17

18

19

24

31

25

26

THURSDAY**FRIDAY****SATURDAY/SUNDAY****1****2****8****9****6****7**

FINALS WEEK for Session I

FINALS WEEK for Session I

FINALS WEEK for Session I

15

FINALS WEEK for Session I

13**14****16****22****20****21****23****29****27****28****30**



November 26 - December 2



Weekly Notes

MONDAY

Nov 26

TUESDAY

Nov 27

WEDNESDAY

Nov 28

THURSDAY

Nov 29

FRIDAY

Nov 30

SATURDAY

Dec 1

SUNDAY

Dec 2

REGISTER NOW FOR TERM II CLASSES!



December 3 - December 9



Weekly Notes

MONDAY

DEC 3

TUESDAY

DEC 4

WEDNESDAY

DEC 5

THURSDAY

DEC 6

FRIDAY

DEC 7

SATURDAY

DEC 8

SUNDAY

DEC 9

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December 10 - December 16



Weekly Notes

MONDAY

DEC 10

TUESDAY

DEC 11

WEDNESDAY

DEC 12

THURSDAY

DEC 13

FRIDAY

DEC 14

SATURDAY

DEC 15

SUNDAY

DEC 16

REGISTER NOW FOR TERM II CLASSES!



December 17 - December 23



Weekly Notes

MONDAY

DEC 17

TUESDAY

DEC 18

WEDNESDAY

DEC 19

THURSDAY

DEC 20

FRIDAY

DEC 21

SATURDAY

DEC 22

SUNDAY

DEC 23



December 24 - December 30



Weekly Notes

MONDAY

DEC 24

TUESDAY

DEC 25

WEDNESDAY

DEC 26

THURSDAY

DEC 27

FRIDAY

DEC 28

SATURDAY

DEC 29

SUNDAY

DEC 30

Access your grades online! Visit <http://broward.cc.fl.us>



December 31 - January 6



Weekly Notes

MONDAY

DEC 31

TUESDAY

JAN 1

WEDNESDAY

JAN 2

THURSDAY

JAN 3

FRIDAY

JAN 4

SATURDAY

JAN 5

SUNDAY

JAN 6

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January 2002

MONDAY

TUESDAY

WEDNESDAY

DECEMBER 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

1

2

Session I & II Classes
Begin 8:00AM

7

8

9

Last Day to Drop and Last
Day for 100% Refund for
Session I

14

15

16

HOLIDAY (MLK, Jr. Birthday)
No day or evening classes

21

22

23

28

29

30

THURSDAY**FRIDAY****SATURDAY/SUNDAY****3**

Last Day to Drop and Last
Day for 100% Refund for
Session II

10**17****24****31****4**

Session I & II Weekend
College Classes Begin

11**18****25**

Last Day to Drop for 100%
Refund for Session I & II
Weekend College

5**6****12****13****19****20****26****27****FEBRUARY 2002**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		



January 7 - January 13

Weekly Notes



MONDAY

JAN 7

TUESDAY

JAN 8

WEDNESDAY

JAN 9

THURSDAY

JAN 10

FRIDAY

JAN 11

SATURDAY

JAN 12

SUNDAY

JAN 13

GET INVOLVED! Stop by your campus Student Life Office today!



January 14 - January 20



Weekly Notes

MONDAY

JAN 14

TUESDAY

JAN 15

WEDNESDAY

JAN 16

THURSDAY

JAN 17

FRIDAY

JAN 18

SATURDAY

JAN 19

SUNDAY

JAN 20

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January 21 - January 27



Weekly Notes

MONDAY

JAN 21

TUESDAY

JAN 22

WEDNESDAY

JAN 23

THURSDAY

JAN 24

FRIDAY

JAN 25

SATURDAY

JAN 26

SUNDAY

JAN 27

TAKE ONE MORE CLASS! Session III Classes Begin February 7th.



January 28 - February 3



Weekly Notes

MONDAY

JAN 28

TUESDAY

JAN 29

WEDNESDAY

JAN 30

THURSDAY

JAN 31

FRIDAY

FEB 1

SATURDAY

FEB 2

SUNDAY

FEB 3

February 2002

MONDAY

TUESDAY

WEDNESDAY

JANUARY 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2002						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

MIDTERM for Session II

4

5

6

Last Day to Drop and Last
Day for 100% Refund for
Session III

11

12

13

18

19

20

25

26

27

THURSDAY**FRIDAY****SATURDAY/SUNDAY**

		2
	1	3
Session III Classes Begin	Session III Weekend College Classes Begin	
	Last Day to Withdraw from Any Session II Class	9
7	Last Day to Change from Credit to Audit for Session II	10
	Last Day to Drop for 100% Refund for Session III Weekend College	16
14	15	17
		23
21	22	24
28		



February 4 - February 10

Weekly Notes



MONDAY

FEB 4

TUESDAY

FEB 5

WEDNESDAY

FEB 6

THURSDAY

FEB 7

FRIDAY

FEB 8

SATURDAY

FEB 9

SUNDAY

FEB 10

TAKE ONE MORE CLASS! Session III Classes Begin February 7th.



February 11 - February 17



Weekly Notes

MONDAY

FEB 11

TUESDAY

FEB 12

WEDNESDAY

FEB 13

THURSDAY

FEB 14

FRIDAY

FEB 15

SATURDAY

FEB 16

SUNDAY

FEB 17

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February 18 - February 24



Weekly Notes

MONDAY

FEB 18

TUESDAY

FEB 19

WEDNESDAY

FEB 20

THURSDAY

FEB 21

FRIDAY

FEB 22

SATURDAY

FEB 23

SUNDAY

FEB 24

You can make a difference...VOLUNTEER!



February 25 - March 3



Weekly Notes

MONDAY

FEB 25

TUESDAY

FEB 26

WEDNESDAY

FEB 27

THURSDAY

FEB 28

FRIDAY

MAR 1

SATURDAY

MAR 2

SUNDAY

MAR 3

March 2002

MONDAY

TUESDAY

WEDNESDAY

FEBRUARY 2002						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

APRIL 2002						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

HOLIDAY (Spring Break)

HOLIDAY (Spring Break)

HOLIDAY (Spring Break)

4

5

6

Session IV Classes Begin

Last Day to Drop and Last
Day for 100% Refund
for Session IV

11

12

13

18

19

20

MIDTERM for Session III

25

26

27

THURSDAY**FRIDAY****SATURDAY/SUNDAY**

	MIDTERM for Session I Last Day of Classes for Session II Session II Grades Due to Campus Registration Office	
	1	2
		3
HOLIDAY (Spring Break)	HOLIDAY (Spring Break)	HOLIDAY (Spring Break)
		9
		HOLIDAY (Spring Break)
7	8	10
	Session IV Weekend College Classes Begin	
		16
14	15	17
	Last Day to Withdraw from Any Session I Class Last Day to Change from Credit to Audit for Session I Last Day to Drop for 100% Refund for Session IV Weekend College	
21	22	23
		24
		30
28	29	31



March 4 - March 10



Weekly Notes

MONDAY

MAR 4

TUESDAY

MAR 5

WEDNESDAY

MAR 6

THURSDAY

MAR 7

FRIDAY

MAR 8

SATURDAY

MAR 9

SUNDAY

MAR 10

See your advisor NOW! Summer Registration begins March 18th.



March 11 - March 17



Weekly Notes

MONDAY

MAR 11

TUESDAY

MAR 12

WEDNESDAY

MAR 13

THURSDAY

MAR 14

FRIDAY

MAR 15

SATURDAY

MAR 16

SUNDAY

MAR 17

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March 18 - March 24



Weekly Notes

MONDAY

MAR 18

TUESDAY

MAR 19

WEDNESDAY

MAR 20

THURSDAY

MAR 21

FRIDAY

MAR 22

SATURDAY

MAR 23

SUNDAY

MAR 24

REGISTER NOW for Summer Classes!



March 25 - March 31



Weekly Notes

MONDAY

MAR 25

TUESDAY

MAR 26

WEDNESDAY

MAR 27

THURSDAY

MAR 28

FRIDAY

MAR 29

SATURDAY

MAR 30

SUNDAY

MAR 31

April 2002

MONDAY

TUESDAY

WEDNESDAY

Colleague Recognition Day
No day or evening classes

1

2

3

MIDTERM for Session IV

8

9

10

Last Day to Withdraw from
Any Session IV Class

Last Day to Change from
Credit to Audit for Session IV

15

16

17

22

23

24

29

30

31

THURSDAY

FRIDAY

SATURDAY/SUNDAY

Last Day to Withdraw from
Any Session III Class

Last Day to Change from
Credit to Audit for Session III

4

5

6

7

11

12

13

14

18

19

20

21

25

26

27

28

MARCH 2001

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

MAY 2002

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



April 1 - April 7

Weekly Notes



MONDAY

APR 1

TUESDAY

APR 2

WEDNESDAY

APR 3

THURSDAY

APR 4

FRIDAY

APR 5

SATURDAY

APR 6

SUNDAY

APR 7

REGISTER NOW for Summer Classes!



April 8 - April 14



Weekly Notes

MONDAY

APR 8

TUESDAY

APR 9

WEDNESDAY

APR 10

THURSDAY

APR 11

FRIDAY

APR 12

SATURDAY

APR 13

SUNDAY

APR 14



April 15 - April 21



Weekly Notes

MONDAY

APR 15

TUESDAY

APR 16

WEDNESDAY

APR 17

THURSDAY

APR 18

FRIDAY

APR 19

SATURDAY

APR 20

SUNDAY

APR 21

REGISTER NOW for Summer Classes!



April 22 - April 28



Weekly Notes

MONDAY

APR 22

TUESDAY

APR 23

WEDNESDAY

APR 24

THURSDAY

APR 25

FRIDAY

APR 26

SATURDAY

APR 27

SUNDAY

APR 28

May 2002

MONDAY

TUESDAY

WEDNESDAY

APRIL 2002						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUNE 2002						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
²³ ₃₀	24	25	26	27	28	29

FINALS WEEK for Session I

1

FINALS WEEK for Session I

FINALS WEEK for Session I

GRADUATION DAY

Last Day of Classes for
Session I, III, & IV

Session I, III, & IV Grades Due
to Campus Registration Office

6

7

8

13

14

15

20

21

22

27

28

29

THURSDAY

FRIDAY

SATURDAY/SUNDAY

FINALS WEEK for Session I

FINALS WEEK for Session I

FINALS WEEK for Session I

2

3

4

FINALS WEEK for Session I

5

9

10

11

12

16

17

18

19

23

24

25

26

30

31



April 29 - May 5

Weekly Notes



MONDAY

APR 29

TUESDAY

APR 30

WEDNESDAY

MAY 1

THURSDAY

MAY 2

FRIDAY

MAY 3

SATURDAY

MAY 4

SUNDAY

MAY 5

REGISTER NOW for Summer Classes!



May 6 - May 12



Weekly Notes

MONDAY

MAY 6

TUESDAY

MAY 7

WEDNESDAY

MAY 8

THURSDAY

MAY 9

FRIDAY

MAY 10

SATURDAY

MAY 11

SUNDAY

MAY 12

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May 13 - May 19

Weekly Notes



MONDAY

MAY 13

TUESDAY

MAY 14

WEDNESDAY

MAY 15

THURSDAY

MAY 16

FRIDAY

MAY 17

SATURDAY

MAY 18

SUNDAY

MAY 19

Access your grades online! Visit <http://www.broward.cc.fl.us>



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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.





College Calendar 2001-2002

Fall Term

	Session I Aug 22-Dec 17	Session II Aug 22-Oct 17	Session III Sept 19-Dec 17	Session IV Oct 18-Dec 17
REGISTRATION AND ADVISEMENT				
1. Registration (Graduation Candidates)*	Jun 4-Aug 21	Jun 4-Aug 21	Jun 4-Sept 18	Jun 4 Oct 17
2. Registration: Continuing Students	Jun 5-Aug 21	Jun 5-Aug 21	Jun 5-Sept 18	Jun 5-Oct 17
3. Registration: New/Re-Entry Students	Jun 25-Aug 21	Jun 25-Aug 21	Jun 25-Sept 18	Jun 25-Oct 17
4. Senior Citizens, Space Available	Aug 21	Aug 21	Sept 18	Oct 17
5. CLASSES BEGIN 8:00 AM	Aug 22	Aug 22	Sept 19	Oct 18
6. Weekend College Classes Begin**	Aug 24	Aug 24	Sept 21	Oct 19
7. Last Day For Drop and Last Day for 100% Refund***	Aug 28	Aug 24	Sept 21	Oct 22
8. Last Day to Drop for 100% Refund for Weekend College**	Aug 31	Aug 31	Sept 28	Oct 26
HOLIDAY (Labor Day)				
No classes day or evening	Sept 3	Sept 3		
HOLIDAY (Fall Holiday)				
No evening classes	Sept 26	Sept 26	Sept 26	
No classes day or evening	Sept 27	Sept 27	Sept 27	
MIDTERM	Oct 17	Sept 18	Oct 31	Nov 15
LAST DAY TO WITHDRAW FROM ANY CLASS	Oct 30	Sept 25	Nov 9	Nov 26
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	Oct 30	Sept 25	Nov 9	Nov 26
HOLIDAY (Veterans Day)				
No classes day or evening	Nov 11-12		Nov 11-12	Nov 11-12
HOLIDAY (Thanksgiving)				
No evening classes	Nov 21		Nov 21	Nov 21
No classes day or evening	Nov 22-25		Nov 22-25	Nov 22-25
LAST DAY OF CLASSES	Dec 17	Oct 17	Dec 17	Dec 17
FINAL EXAMINATIONS	Dec 11-17	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	Dec 18	Dec 18	Dec 18	Dec 18
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM	Dec 18	Oct 17 (by Noon)	Dec 18	Dec 18

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 14.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 16 for additional information regarding Admission Deadlines.

College Offices will be closed from December 21, 2001 through January 1, 2002.

Registration by telephone (PAR) and the Web will be available except December 25, 2001 and January 1, 2002.

NOTE: SESSION I: Friday evening, Saturday, and Sunday classes will have final examinations on December 14-16, 2002.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.



College Calendar 2001-2002

Winter Term

	Session I Jan 8-May 7	Session II Jan 8-Mar 1	Session III Feb 7-May 7	Session IV Mar 11-May 7
REGISTRATION AND ADVISEMENT				
1. Pre-Registration (Graduation Candidates)*	Nov 1-Jan 7	Nov 1-Jan 7	Nov 1-Feb 6	Nov 1-Mar 7
2. Registration: Continuing Students	Nov 2-Jan 7	Nov 2-Jan 7	Nov 2-Feb 6	Nov 2-Mar 7
3. Registration: New/Re-Entry Students	Nov 26-Jan 7	Nov 26-Jan 7	Nov 26-Feb 6	Nov 26-Mar 7
4. Senior Citizens, Space-Available	Jan 7	Jan 7	Feb 6	Mar 7
5. CLASSES BEGIN 8:00 AM	Jan 8	Jan 8	Feb 7	Mar 11
6. Weekend College Classes Begin**	Jan 11	Jan 11	Feb 8	Mar 15
7. Last Day for Drop and Last Day for 100% Refund****	Jan 14	Jan 10	Feb 11	Mar 13
8. Last Day to Drop for 100% Refund for Weekend College**	Jan 18	Jan 18	Feb 15	Mar 22
HOLIDAY (Martin L. King, Jr. Birthday) No classes day or evening				
	Jan 21	Jan 21		
COLLEAGUE RECOGNITION DAY No classes day or evening				
	April 2		April 2	April 2
MIDTERM				
	Mar 1	Feb 4	Mar 26	Apr 8
HOLIDAY (Spring Break)				
	Mar 4-Mar 10		Mar 4-Mar 10	
LAST DAY TO WITHDRAW FROM ANY CLASS				
	Mar 22	Feb 8	Apr 5	Apr 15
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****				
	Mar 22	Feb 8	Apr 5	Apr 15
LAST DAY OF CLASSES				
	May 7	Mar 1	May 7	May 7
FINAL EXAMINATIONS				
	May 1-May 7	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION				
	May 8	May 8	May 8	May 8
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM				
	May 8	Mar 1	May 8	May 8

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 14.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 16 for additional information regarding Admission Deadlines

College Offices will be closed from December 21, 2001 through January 1, 2002.

Registration by telephone (PAR) and the Web will be available except December 25, 2001 and January 1, 2002.

Session Notes: Friday evening, Saturday and Sunday classes will have final exams on May 3-5, 2002.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

Broward Community College



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Opening doors to a brighter future